
OPEN SYSTEMS® Accounting Software

**Bill of Materials/Kitting
User's Manual**

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This document has been prepared to conform to the current release version of OPEN SYSTEMS Accounting Software. Because of our extensive development efforts and our desire to further improve and enhance the software, inconsistencies may exist between the software and the documentation in some instances. Call your customer support representative if you encounter an inconsistency.

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Welcome to OSAS™

The OPEN SYSTEMS Accounting Software (OSAS) product line consists of several accounting applications. Each application addresses a different phase of your financial operations; together, they form a powerful accounting solution to your daily and periodic accounting needs.

Customer Support

Open Systems has a strong commitment to customer service and product quality. If you have difficulty in using Open Systems products, consult the user's manual and other OSAS reference materials. If you need more information, consult a customer support representative.

OSAS Overview

Resource Manager

The Resource Manager application is the foundation or shell of OSAS; it provides the operating environment that holds the other applications. Resource Manager also includes three powerful business features: Global Inquiry, Executive Information Summary (*EIS*) and Print Manager. With Global Inquiry, you can drill around your accounting data to find selected information throughout your system. With *EIS*, you can access company information quickly and view summaries of all aspects of a company or a group of companies. With Print Manager, when you print reports to file, your reports can be stored, sorted, printed, and searched for specific text.

Base Applications

Base applications are designed and produced with the largest possible number of industries in mind. They are most effective when you interface them with each other. Base applications are usually named after common accounting operations. Examples are: General Ledger, Accounts Payable, Purchase Order, Accounts Receivable, Sales Order, Payroll, and Inventory.

OSAS Versions 6.1 and Higher

You can use OSAS versions 6.1 and higher in text (or character-based) mode on any supported operating system.

In Windows environments, you have the choice to use either the text version or the graphical version. While the interface is different in the two versions, the functions in both versions are the same in screen layout and in function. The OSAS user's manuals show screens in the graphical format. You should be able to apply the information shown in the graphical examples to the text version with ease.

For specifics on using the graphical version of OSAS, refer to page 1-13.

For specifics on using the text version, refer to page 1-35.

The Bill of Materials/Kitting System

Use Bill of Materials/Kitting to account for assemblies that you manufacture (bills of materials) or take from inventory and sell (kits). The assemblies can be created from raw materials, other assemblies, or a combination of raw materials and assemblies.

For example, a computer reseller sells a computer system as a single unit made up of a monitor, a keyboard, a CPU, a printer and a printer stand. The reseller buys the monitor, the keyboard, the CPU and the printer from different companies. The business also buys raw material for the printer stand, but the reseller's business builds the stand for the customer.

The computer system is a kit. The reseller identifies the system as a kit ID (CS0001), with five types of components from inventory: one monitor, one keyboard, one CPU, one printer and one stand. Each can be sold separately.

The stand is an assembly represented as a bill of materials. The reseller identifies it as an assembly ID (SH0001), with three types of components: five boards, two metal plates, and eighteen screws. The boards, plates, and screws are not sold separately from each other.

The parts that make up the other components are not sold separately either—for example, the **F7** key or the monitor shell is not sold separately. The difference between the stand and the other components is that the reseller is in charge of assembling the stand. The reseller does not need to assemble a keyboard, a monitor, and a CPU; they may as well be raw materials.

The example illustrates the difference between a kit and a bill of materials. Each different kind of component in a kit can be sold separately. (You must use the Sales Order application to sell kits; Bill of Materials/Kitting does not work with the Accounts Receivable application alone.) Selling a kit is no different from selling its components separately (other than saving keystrokes).

A bill of materials is composed, at least in part, of components that are not sold separately and that the user's business is in charge of building.

The final stage involving a kit is its sale through the Sales Order application (which recognizes the item as a kit). The final stage involving a bill of materials is updating the INVExxx (Inventory Items) file with the on-hand quantity of the finished product. After the assembly has been built, it is identified as an item in the Inventory application, and you can sell it as an item through the Accounts Receivable application or the Sales Order application.

An assembly (or a built bill of materials) is identified differently from a kit. Bill of Materials/Kitting is the only OSAS application that identifies an item ID as an assembly ID. Inventory, Accounts Receivable, and Sales Order see an assembly as another item. However, Bill of Materials/Kitting and Sales Order distinguish between a kit and an item.

Inventory and Bill of Materials/Kitting check the Inventory system for the item ID if the item is an assembly. Sales Order and Bill of Materials/Kitting read the BKMHxxx (Master Header) and BKMDxxx (Master Detail) files for the item ID if the item is a kit.

If an assembly is sold as a kit, the appropriate items are subtracted from Inventory. Following the example above, if the reseller sells one kit CS0001 (the computer system), the on-hand quantities of CPUs, keyboards, monitors, printers and stands are all decreased by one.

If an assembly is sold as an item, its quantity decreases by one in Inventory; the quantities of its constituent parts decrease when the assembly is being built. Following the example above, when the computer system is sold, the number of stands decreases by one, but the number of boards, plates, and screws stays the same. Those numbers are adjusted accordingly only when you use the Build Assembly function.

If the reseller sells the kit and each component decreases by one, the reseller must check the quantities of each piece of equipment. If the number of monitors, keyboards, CPUs, or printers is in the negative range, the reseller orders more from the vendor. If the number of stands is in the negative range, the reseller, knowing that the stand is an assembly, sees from the bill of materials for the stand that each stand uses five boards, two plates, and eighteen screws.

The reseller checks inventory again for the bill of materials' components. If the right quantity of necessary items is not in stock, the reseller places the appropriate order. If the right quantity is in stock, the reseller supervises the assembly of the stand and then uses Bill of Materials/Kitting to enter the fact that a stand has been built.

To do this task with only the Inventory application, the reseller needs to know which items make up a stand along with any other items the business is responsible for making. Inventory can track an item's ID, description, quantity, cost, and so on, but it cannot automatically track its constituent parts or quantities of those parts.

Daily Work

Use the Daily Work functions for operations that involve building and tracking assemblies, producing the Build Assembly Journal, undoing a build, and posting transactions.

Reports

Use the Reports functions to produce summarized information about components, costs, and histories.

File Maintenance

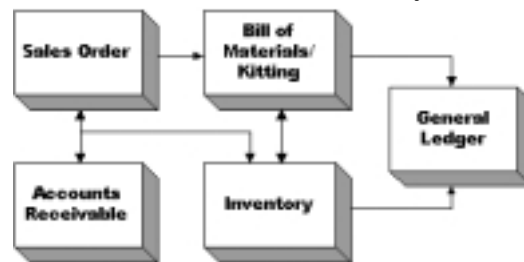
Use the File Maintenance functions to set up and maintain information about assemblies and kits.

Master File Lists

Use the Master File Lists functions to produce information about kits and bills of material.

Application Interaction

Bill of Materials/Kitting requires Inventory to run. These two applications can be used alone, but are most useful when you interface them with other applications.



Interfacing applications means that the information you enter in one application can be transferred to and used in other applications. Doing so reduces data entry time and the number of errors that might creep in along the way.

Conventions

Your manual will help you to install OSAS on any standard machine within many popular operating systems and help you with your accounting software questions. In the manual, we use the term “Conventions”, or standards, to help describe complicated processes, new terms, and to help you use your OSAS applications.

Manual Conventions

The *Bill of Materials/Kitting User’s Manual* is divided into the following sections:

- “Introduction” provides an overview of this application and the OSAS system, and the basic functionality of the application including graphical and text-based application features, and function key references.
- “Application functions” explains the functions within the application, where each function fits within the application, and how to use each function to get the most out of the application.

Mouse Conventions

The standard mouse has two buttons, left and right, each performing certain functions. In this manual, we use these terms for using the mouse: *click*, *right-click*, *double-click*, and *deselect*.

The *click* is a single press on the left mouse button. Place the cursor over the desired function, and press the left button to enable, or “select”, that function.

A *right-click* is a single press of the right mouse button.

To *double-click*, move the cursor over the desired function, and quickly press the left mouse button twice. If there is too long a pause between clicks, the computer may interpret your action as two separate clicks and may not perform the desired function.

To *deselect* an object, move the cursor off the icon or folder onto a blank space within the window and press the left mouse button.

Note

Some mouse manufacturers allow you to change the function of the mouse buttons for those who prefer (for example) to use the mouse with their left hand. In this case, reverse the commands when you use them. For example, a click refers to a single press of the right mouse button, while the term right-click refers to a single press of the left button, and so on.

OSAS Conventions

Operations in OSAS follow conventions, or patterns. The conventions used in OSAS applications are presented below.

Running OSAS

OSAS runs in an operating system supported by 150 megabytes of permanent storage and 4MB of RAM. You may need additional space or memory, depending on the size of your data files and the operating system you use. Consult your reseller for more information.

Starting OSAS

To start OSAS on a computer running Windows, double-click the OSAS shortcut on the desktop or in the appropriate folder.

To start OSAS on an operating system other than Windows, enter **osas** at the operating system prompt.

The **osas** command can recognize three parameters: -t, -c, and -a.

The terminal ID (-t) is the identification code assigned to the terminal you are using to run OSAS. On multiuser systems each terminal usually has a default ID that was assigned when the terminals were added to the system. Use the -t parameter only when you want to log on with an ID other than the default ID. The terminal parameter is valid only if you are using Resource Manager for LANs.

The company ID (-c) is the identification code assigned to a company. If your system carries two or more companies and you do not enter a company ID, the menu of the company entered by the last person who used the terminal appears.

The access code (-a) is your personal password. Refer to the *Resource Manager User's Manual* for information about assigning passwords.

The most general expression for getting into OSAS takes all the parameters into account. For example, if you are on terminal 2, you want to work with company B, and the password is *selena*, specify that information to enter the system:

osas -t T2 -c B -a selena

In UNIX you can enter the parameters in any order, and you can use any combination. You must leave a space between the parameter mark (-t, -c, or -a) and the parameter itself.

In Windows you can click on the shortcut's properties and, in the Target field, enter your access code and your company ID. For example, using *selena* as your access code and *H* as your company ID, enter

C:\osas\progRM\osastm.exe -m4096 -tT00 -nT00 -aselena -cH

In the Windows icon properties, the parameter marks (-m, -t, or -n) can be entered in any combination but must be before the separation dash. The access code and company ID commands (-a and -c) must be entered *after* the separation dash.

GUI/Text Command Conventions

When you see the phrase “use the **Proceed (OK)** command” in the user's manuals, you can press the **PgDn** key in either text or graphical mode. In graphical mode, clicking the **OK** button has the same effect as pressing the **PgDn** key.

Menu Conventions

When you start OSAS, the Main menu, which presents the applications you can use, appears. If you are using the Resource Manager for UNIX or Linux, the Text menu appears.

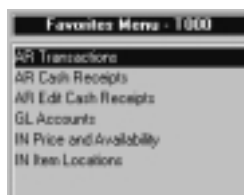
If you are using the Resource Manager for Windows, you can choose between the Text menu, the Graphical menu, or the Start-style menu. In Windows, use the Workstation Configuration Defaults function (see the *Resource Manager User's Manual*) to select the style of menu you want displayed by default, or you can press Shift-F5 to toggle between the menu styles from any menu. You can use any of the menus regardless of whether you use the text or graphical modes for the OSAS functions.

Favorites Menu

The Favorites menu operates in any of the menu formats. The Favorites menu allows quick and easy access to the OSAS functions you use most, allowing you to add selections for entire menus or particular functions.

With the Favorites menu, you save time in no longer switching to and from commonly accessed applications. For example, if you perform tasks in several applications, such as Transactions and Cash Receipts in Accounts Receivable, GL Account maintenance in General Ledger, and Price and Item Inquiry functions in Inventory, you can set up a Favorites menu rather than moving between each application's menus. Once you have set up your Favorites menu, you can open a function for use with one press of the **Enter** key or the click of a mouse button.

Favorites Menu: Graphical Style



For a sample of the Start-style favorites menu, see page 1-23. For a sample of the text favorites menu, see page 1-37.

OSAS Graphical

In a Windows environment, you can choose from two types of graphical-style menus. The standard Graphical menu features application selections that resemble many Windows functions. The Start-style menu is named because of its functional resemblance to the Start menu in Windows 95, 98, NT and 2000.

Both graphical menus provide pull-down menus, convenient tool buttons and easy access to your installed applications and their functions using either the mouse or keyboard. The two graphical menus provide you with a visual choice in your interaction with OSAS and your data.

When you select an application in either graphical OSAS menu, the application's main menu, presenting several related functions, is displayed beside the OSAS menu. Selecting a function leads you to either a function screen or another menu.

Several commands are available within the menu to perform various tasks such as changing the system date, entering access codes, switching between sample data and live data, and so on. You can perform these menu commands in these ways (if a button or pull-down menu selection is muted or gray, it is not available for use):

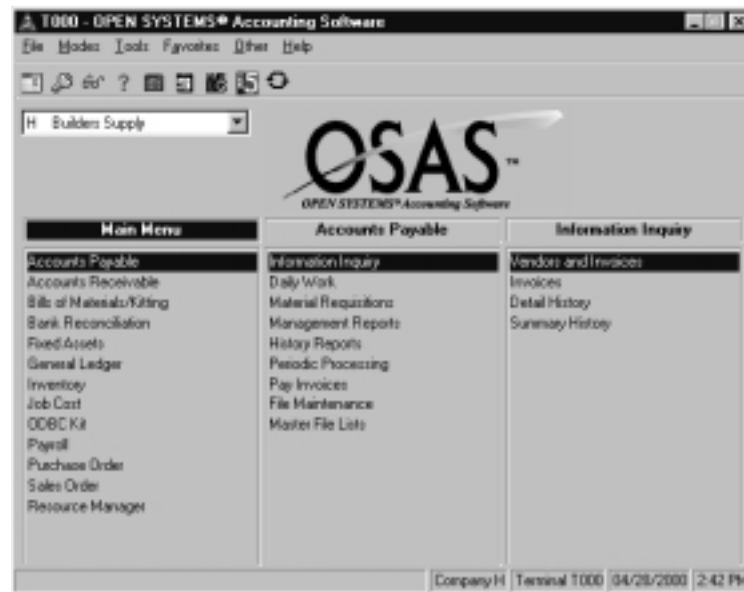
- click the appropriate graphical tool button
- select the command from a pull-down menu
- press the associated keyboard hot key

If you use the graphical menu, you can select application menus and functions by clicking the function or menu name on the menu, or by highlighting your choice and pressing **Enter**.

If you choose the Start menu you can select applications from the Main menu by using the arrow keys to highlight your choice and pressing **Enter**, by clicking the selection, or by holding the mouse cursor over the selection until the menu appears.

From any application menu, you can select a button from the previous menu to move directly to that menu. If you are several menu levels away from the Main menu, you can return to the Main menu by clicking items on the previous menus.

Graphical Main Menu



You can exit from a Graphical menu in these ways:

- select a button from a previous menu
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit (F7)** command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Start Main Menu



You can exit from a menu in these ways:

- press the left arrow key to go to the previous menu (one menu up)
- hold the mouse over a different menu choice
- press the **Tab** key to go to the OSAS menu
- click the Close box in the upper right hand corner of the window to close OSAS
- use the **Exit (F7)** command to close OSAS
- select **Exit** from the pull-down File menu to close OSAS

Special Commands in Graphical Menus

In either graphical menu, you can right-click on a menu selection to display the Special Commands menu, which allows you to perform these special tasks:

From the standard menus:

- add a function or menu to the Favorites menu
- change to the Favorites menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

From the Favorites menu:

- remove a function or menu
- change to the Main menu
- change from live to sample data and vice versa
- display information about a function
- perform special application setup

Menu Keys

Keyboards have a set of function keys (labeled with the letter *F* and a number), which can be used to perform certain functions within OSAS. In OSAS menus, these commands are assigned to the function keys.

Key (Command)	Operation
F1 (Key Help)	Displays the tool buttons and functions keys you can use.
F2 (Favorites Menu)	Displays or returns from the Favorites menu.
F4 (Access Code)	Displays the Access Code dialog box.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.

Key (Command)	Operation
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
F10 (Add/Remove Favorites)	Adds functions to and deletes functions from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	Toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	Toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.

Pull-Down Menus

When using the graphical menus, you can use the pull-down menus and tool buttons (buttons with graphical icons in a row below the pull-down menus) to access functions without using the function keys. While the function keys work in the graphical menus, the menu bar and tool buttons offer you a choice in accessing these functions. Such a choice is common in graphical Windows applications.

Using the mouse, you can either move the cursor to the menu and click once, or click on a tool button for the function desired. Below is a sample of the OSAS pull-down menu and tool buttons and a description of each.

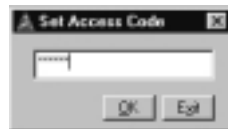


File Menu



Command	Tool Button	Key	Result
Access code		F4	Displays the Access Code dialog box. See Access Code dialog box below.
Sample data set or Live Data set		F5	Toggles between the Sample Data and the Live Data.
Workstation date		F6	Displays the Workstation date dialog box. See Workstation Date dialog box below.
Exit		F7	Exits from OSAS.

Using the Access Code dialog box



To change the access code, enter the code in the field. Then click **OK** to save your entry and return to the OSAS menu, or click **Exit** to abandon the dialog box and return to the menu.

Using the Workstation Date dialog box



To set a new workstation date, enter the date in the field, use the up/down buttons to increase/decrease the date displayed, or click **System Date** to change the date to match the operating system date. Then click **OK** to change the workstation date, **Abandon** to restore the original date displayed, or **Exit** to return to the Main menu.

Modes Menu



Command	Tool Button	Key	Result
GUI Functions		Shift-F6	Toggles between GUI function screens and text function screens.
Scale GUI Screens		Shift-F7	Toggles scaling of GUI screens on and off. When scaling is off (the default mode), the screen size is smaller when you use higher monitor resolutions.

Tools Menu



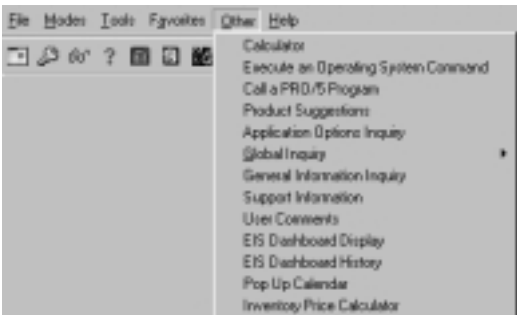
Command	Tool Button	Key	Result
Calculator			Displays the Windows calculator.

Favorites Menu



Command	Tool Button	Key	Result
Change to Favorites		F2	Displays the Favorites menu/Main menu. See <i>Graphical Favorites Menu</i> on page 1-23.

Other Menu



The Other menu contains a set of utilities. A calculator and Global Inquiry (which presents data from several applications) are two of the utilities on the Other menu. See the *Resource Manager User's Manual* for information about all of the utilities on the Other menu.

Help Menu



Command	Tool Button	Key	Result
Help		F1	Displays descriptions of the application menus and functions.
About OSAS			Displays the About OSAS dialog box.

Tool Bar Icons



There are three icons on the tool bar that were not described above.

Tool Button	Key	Result
	Shift-F2	Displays the Application Information dialog box.
		Displays the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
		Opens an MS-DOS prompt.
		Displays a screen for calling any BBx program that does not require variables to be passed to it. See Appendix F the <i>Resource Manager User's Manual</i> .

Other Graphical Menu Features

The graphical menus offer more than shortcuts to menu commands. You can also switch between live and sample data, or change to another company and its data set.

Change Company Field



Select the company from the pull-down list box.

Data Set



On the Start menu, you can check the **Live Data** radio button to work with live data, or check the **Sample Data** radio button to work with sample data. You can also press **F5** to change between sample and live data.

Right-Click Menu

Screen (Key)	Description
Add to/Remove Favorites (F10)	Use the Add to/Remove Favorites menu button to add the desired submenu or function to or from your Favorites menu.
Change to Favorites/Main (F2)	Toggles your display menu between your Favorites menu and your Main menu.
Sample data/Live data (F5)	Switches between your sample data and your live data.
Setup (F9)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.
Function Information (F1)	Displays information about the selected function.

Graphical Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key (or by selecting Favorites from the pull-down menu).

Favorites Menu: Start Style



To add a function to the Favorites menu from the main OSAS menus, simply highlight the function you want to add on the menu and press the **F10** function key to add it to Favorites.

To remove a function from the Favorites menu, highlight the function on the Favorites menu and press the **F10** function key to remove it from the menu.

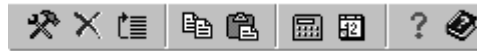
You can also use the right-click menu to add or remove a function.

Graphical Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

In OSAS, commands are assigned to various keys on your keyboard, to certain tool buttons and to pull-down menu selections. You can use these commands to work with data entry screens. If a tool button or menu selection appears grayed-out or muted, the command is unavailable at this time.

Function Tool Bar Buttons



Tool Button	Key	Result
	F6	Go directly to the appropriate File Maintenance function to update information about the field you are in.
	F3	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
	PgUp	Move the cursor back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
	Shift-F9	Copy the contents of the current field.
	Shift-F10	Paste the contents you copied from a previous field into the current field.
		Display the calculator screen.
		Display the pop-up calendar screen. You can use the calendar to add and review reminders for any date.
	F1	Display information about the field you are in.
		Display the on-line documentation.

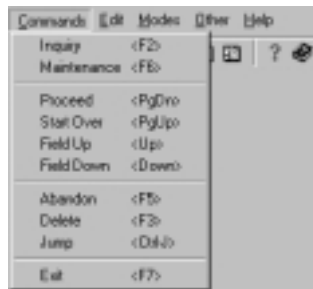
Verification Buttons



Click on the **OK** button to proceed to the next screen or to save your entries, click on the **Abandon** button to abandon your entries.

Function Pull-Down Menus

Commands Menu

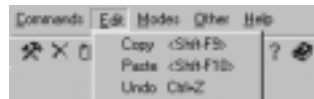


Selection (Key)

Operations

Inquiry (F2)	Use the Inquiry command to display a list of valid entries for the current field, from which you can select a choice.
Maintenance (F6)	Go directly to the appropriate File Maintenance function to update information about the field you are in.
Proceed/OK (PgDn)	Proceed to the next screen or save your entries.
Start Over (PgUp)	Move back to the first field on the screen or to the first field after the key field without erasing the entries or changes you made.
Field Up (Up)	Move the cursor to the previous field.
Field Down (Down)	Move the cursor to the next field.
Abandon (F5)	Move the cursor back to the first field on the screen. Any entries or changes you made are erased.
Delete (F3)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
Jump (Ctrl-J)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Exit (F7)	Exit from a screen or a window and disregard everything you entered.

Edit Menu



Selection (Key)

Copy (**Shift-F9**)

Paste (**Shift-F10**)

Undo (**Ctrl-Z**)

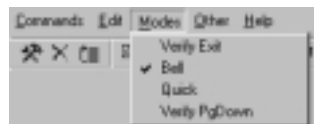
Operations

Copy the contents of the current field.

Paste the value you copied from a previous field into the current field.

Restore the contents of the current field to its state before changes were made.

Modes Menu



Check the options you want to use.

Selection (Key)

Verify Exit

Bell

Quick

Verify PgDown

Operations

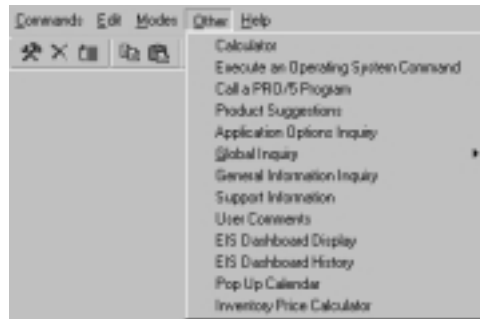
If verification is turned on, you must press a key twice to verify that you want to perform exit or abandon operations.

If the bell is turned on, it sounds at an error or when you must verify a command.

If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry in certain application functions, turn the option on.

If verification is turned on, you must press the **PgDn** key twice to proceed to the next screen or to save your entries.

Other Menu

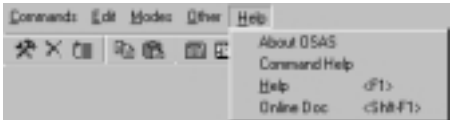


Selection

Operations

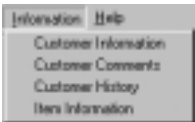
Calculator	Displays the OSAS calculator.
Execute and OS Command	Allows you to enter an operating system command from within OSAS.
Call a PRO/5 Program	Allows you to execute a PRO/5 program.
Product Suggestion	Use this function to create a printable report for future OSAS product suggestions.
Application Options Inquiry	Allows you to view the application options you have set up for a particular application.
Global Inquiry	Use this function to search across your data. You can select from the installed applications which data to search in.
General Information Inquiry	Allows you to search for information on employees, customers, and vendors.
Support Information	Displays the OSAS Support Information.
User Comments	Allows the user to leave messages within the system.
EIS Dashboard Display	Displays the EIS Dashboard.
EIS Dashboard History	Displays the EIS Dashboard history.
Pop-Up Calendar	A reminders feature that allows you to create and read dated reminders within OSAS.

Help Menu



Selection (Key)	Operations
About OSAS	Displays the information about your OSAS installation.
Command Help	Displays the OSAS Key Help screen.
Help (F1)	Get information about the field you are working on.
Online Doc (Shift-F1)	Opens your .PDF file viewer to display the documentation for your particular application.

Information Menu



The Information menu appears on some function screens in certain applications. The functions on the menu are determined by the applications installed.

Scroll Commands Menu



The Scroll commands menu appears only on screens with scroll regions displaying multiple lines of information.

Selection (Key)

Operations

First Line (Home)	Moves the cursor to the first data entry field.
Previous Page (PgUp)	Displays the previous page.
Previous Line (Up)	Moves the cursor up to the previous line.
Next Line (Down)	Moves the cursor down to the following line.
Next Page (PgDn)	Displays the following page.
Last Line (End)	Moves the cursor to the last data entry field.
Insert (Ins)	Allows the insertion of characters between preexisting entries in a field.
Delete (F3)	Deletes the selected characters.
Jump (Tab)	Moves the cursor to the next section of the screen in some functions.

Inventory Lookup Menu



If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Selection (Key)	Operation
Alias Lookup (Shift-F3)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Customer/Vendor Lookup (Shift-F4)	Search for an item based on customer ID or vendor ID. When you enter the customer or vendor ID, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Detail Lookup (Shift-F5)	Search for detailed information about an item. You can enter search information in any of the fields that appear, using any of the following wildcard characters to restrict or widen the search: * ? < > =.
Lot Lookup (Shift-F6)	Search for an item based on lot number. When you enter the lot number, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Serial Lookup (Shift-F7)	Search for an item based on serial number. When you enter the serial number, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Description Lookup (Shift-F8)	Search for an item based on item description. When you enter the description, you can use the “*” and “?” wildcard characters to restrict or widen the search.

Other Graphical Function Controls

Function Field Inquiry



When the Inquiry button appears next to a field, you can either click on the button or press the **F2** (Inquiry) key.

Graphical Scroll Region Buttons

Use these commands in scroll region areas to move between the lines in the region:

Scroll Button	Key	Result
	Home	Moves the cursor to the first line in a scroll region
	PgUp	Moves the cursor to the previous page of lines in a scroll region
	Up	Moves the cursor up one line
	Down	Moves the cursor down one line
	PgDn	Displays the next page of lines in the scroll region
	End	Moves the cursor to the last line in the scroll region

Help Commands

When you use the **Help (F1)** command, you can use these commands:

Key	Operation
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use these keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the INS flag appears at the bottom right corner of the screen on the status bar, characters you type push characters after the cursor off to the side. When insert mode is turned off (OVR appears on the status bar), characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
Ctrl-Z (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the Abandon (F5) command to clear the field.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window.

The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function on the Resource Manager Workstation Configuration menu.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C**, the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by selecting **Command Help** from the Help pull-down menu in the inquiry window.

Note

You can also shorten your data search by entering a part of the key before you use the **Inquiry** command. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

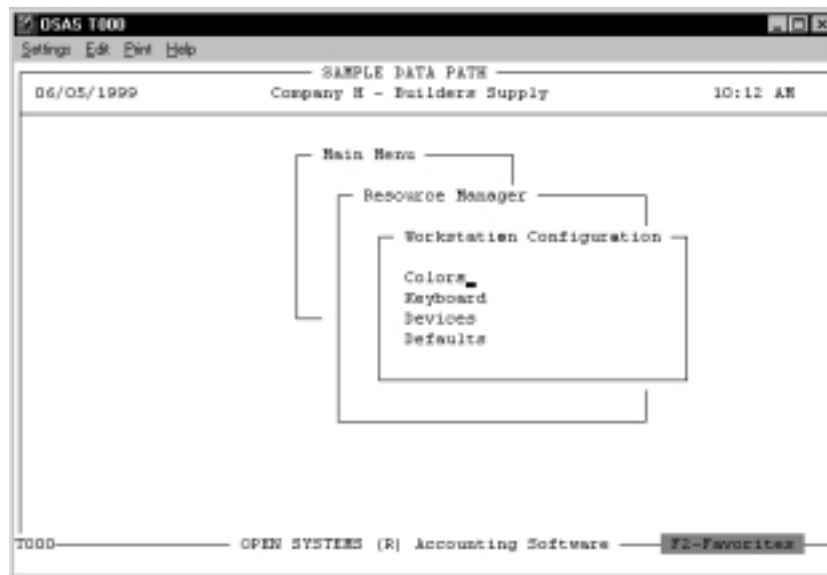
Scroll Button	Key	Result
	Home	Moves the cursor to the first key in the inquiry window.
	PgUp	Displays the previous page of keys in the inquiry window.

Scroll Button	Key	Result
	Up	Moves the cursor up one line.
	Down	Moves the cursor down one line.
	PgDn	Displays the next page of keys in the inquiry window.
	End	Moves the cursor to the last key in the inquiry window.
	Ins	Toggle between Search mode and Sort mode.
	F7 (Exit)	Close the inquiry window without selecting anything.
	Enter	Select the item to which the cursor is pointing.

OSAS Text

The Text menu can be used on all OSAS compatible systems. Using text-based menus, the Text menu (shown below) offers easy access to your applications.

Text Main Menu



When you select an application, the application's menu, which presents several related functions, is superimposed over the Main menu. Selecting a function leads you to a function screen or to another menu.

You can select applications from the Main menu in these ways:

- Use the arrow keys to move the cursor up or down, highlighting the application you want to use. Then press **PgDn** or **Enter** to select it.

- Press the first letter of the application you want to use. The cursor jumps to the first application beginning with the letter, press the letter key or the down arrow until the application you want is highlighted. When your choice is highlighted, press **PgDn** or **Enter** to select it.
- Position the mouse cursor over the application and click. The application will briefly highlight and switch to the application screen.
- To jump to the first application on the menu, press **Home**. To jump to the last application on the menu, press **End**.

To select a function from an application menu, highlight and select your choices the same way you do on the Main menu—with one exception: you can press **PgDn** only when an option leads to another menu, and you must press **Enter** to select a function.

On an application menu you can press **PgUp** to move to the menu immediately above it. If you are several menu levels away from the Main menu, you can return to the Main menu by pressing **PgUp** repeatedly or by pressing the **Tab** key.

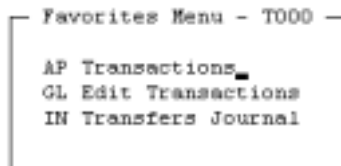
You can exit from a menu in these ways:

- Press the **PgUp** key to go to the previous menu (one menu up)
- Press the **Tab** key to go to the Main menu
- Use the **Exit (F7)** command to go to the operating system

Text Favorites Menu

Your Favorites menu saves time in moving between applications, opening and closing submenus and application menus, and allows easy access to your common applications. By setting up your Favorites menu, you can access your most-used functions or submenus by pressing the **F2** key.

Favorites Menu: Text Style



To set up the text-style display follow these steps:

1. Move your cursor to the submenu or application that you want placed in the Favorites menu.
2. Press **F10**.

You can press **F2** to verify your selection was added to your Favorites menu.

To remove an application:

1. Press **F2** to display the Favorites menu.
2. Move your cursor to the submenu or application you want removed.
3. Press **F10**.

Function Keys Used in the Text Menu

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). Within the menu, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help (Esc)**, the **Jump (Tab)** commands, and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	Views the list of commands for the menu. (To close the commands window, press any key.)
F1 (Function Help)	Displays help information for this function.
F2 (Favorites Menu)	Displays the Favorites menu or changes to the regular menu from the Favorites menu.
F3 (Change Company)	Allows you to switch between companies.
F4 (Access Code)	Displays the Access Code prompt.
F4 (twice) (Other Menu)	Opens a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the <i>Resource Manager User's Manual</i> for information about the utilities on the Other Commands menu.
F5 (Live/Sample swap)	Switches between live and sample data.
F6 (Workstation Date)	Displays the current workstation date and allows you to change it.
F7 (Exit)	Exits from OSAS.
F9 (Application Setup)	Performs certain application setup tasks. For example, in General Ledger, you can select the year with which you want to work. If Setup is required in an application, the application's user's manual will describe its usage.

Key	Operation
F10 (Add to Favorites)	Allows you to add to and delete from your Favorites menu.
Shift-F2 (Application Info)	Displays information about the applications you have installed.
Shift-F5 (Change menu style)	Switch between text and graphical menu styles without going into Defaults.
Shift-F6 (Toggle GUI screens)	If you are using the graphical version of OSAS, this command toggles between graphical screens and text-based screens for the functions you use.
Shift-F7 (Toggle GUI scaling)	If you are using the graphical function screens, this command toggles screen scaling on and off. When scaling is off (the default setting), the graphical screens become smaller when you use higher monitor resolutions.
PgUp (Start over)	Move back one menu level.
Tab (Jump)	Move back to the Main menu.
Enter	Select a menu or function from a menu.
Up or Down	Move the cursor up or down through the menu selections.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.

Text Function Commands

Once you select an OSAS application function from the menu, the function screen appears. The way that you enter data on OSAS screens is consistent from function to function. To move around the OSAS screens you use the function commands described below.

Most keyboards have a set of function keys (usually labeled with the letter *F* and a number). In OSAS, commands are assigned to these function keys. You can use the commands to work with data entry screens.

Except for the **Command Help (Esc)** and **Jump (Tab)** commands and the **Enter** key, you can use the Keyboard function in Resource Manager to reassign any function key to any command.

Key	Operation
Esc (Command help)	View the list of commands for the screen you are on and the field you are in. (To close the window, press any key.)
F1 (Help)	Get information about the field you are working on.
F2 (Inquiry)	Make a selection from a range of entries for a field if the Inquiry flag appears at the bottom of the screen.
F3 (Delete)	Delete the information on the screen. Since this command can delete an entire record, use it with caution.
F4 (Other)	Open a menu of utilities. A calculator and Global Inquiry (which consolidates and presents information from other applications) are some of the utilities on the Other Commands menu. See the <i>Resource Manager User's Manual</i> for information about the utilities on the Other Commands menu.
F5 (Abandon)	Move the cursor back to the first field on the screen or to the first field after the key field. The entries and changes you made are erased.
F6 (Maintenance)	Go directly to the appropriate File Maintenance function to update information about the field you are in if the Maint flag appears at the bottom of the screen.
F7 (Exit)	Exit from a screen or a window and disregard everything you entered.
F8 (List)	Send the contents of the screen to a printer or a text file.
Shift-F1 (Online Doc)	Open your .PDF file viewer to display the documentation for your particular application.
Shift-F2 (Information)	Open an Information menu. Each selection on the menu is an information window that you can access if the Info flag appears at the bottom of the screen. Each window contains a category of information about the field you are in.

Key	Operation
PgUp (Start over)	Move the cursor back to the first field on the screen or to the first field after the key field without erasing entries you made.
PgDn (Proceed)	Approve the data on the screen, change the file accordingly, and proceed to the next spot (field or screen).
Tab (Jump)	Move the cursor to the next block of data on the screen or to the next field that requires an entry.
Enter or Down	Move the cursor to the next field and accept the data entered.
Up	Move the cursor up (or back) one field. If you changed the information in the field you were in before you used this command, the change is lost when you move the cursor up.
Ctrl-V (Verification on/off)	If verification is turned on, you must press a key twice to verify that you want to perform that operation.
Ctrl-G (Bell on/off)	If the bell is turned on, it sounds at an error or when you must verify a command. To turn off the bell, use this command or the Defaults function in Resource Manager. To turn the bell back on, use this command again.
Ctrl-F (Quick on/off)	If this option is turned off, the cursor stops at every field possible. To make the cursor skip the fields that do not require an entry, use this command to turn the option on.
Ctrl-O (Show function keys)	If this option is turned on, the applicable function keys are displayed on the screen.

Help Commands

When you use the **Help (F1)** command, three commands become available for you to use on help screens.

Key	Operation
F3 (Delete)	Delete the help screen contents. To recover a deleted screen, copy the xxHELP file from the distribution media to the PROGxx subdirectory (xx is the application ID). The copying process overwrites changes you made to other help screens.
F6 (Maintenance)	Edit a help screen.
F7 (Exit)	Exit from the help screen and close the window.

In-Field Editing Commands

When the cursor is in a field that contains information, you can use the following keys and commands:

Key	Operation
Right	Move the cursor to the right.
Left	Move the cursor to the left.
Del (Delete)	Delete the character the cursor is on.
Ins (Insert on/off)	Switch insert mode on and off. When the Insert flag appears at the bottom of the screen, characters you type push characters after the cursor off to the side. When insert mode is turned off, characters you type write over existing ones.
Home	Move the cursor directly to the beginning of the field.
End	Move the cursor directly to the end of the field.
F9 (Undo)	Restore a field to the way it was before you changed it. You can use this command only while you are in the field; once you move past it, you must use the Abandon (F5) command.

Key	Operation
F10 (Delete to end of line)	Delete the characters in the field to the right of the cursor. If insert mode is turned off and you enter a character in the field's first position, everything in the field is deleted.
Shift-F9 (Copy field contents)	Copy the contents of the current field.
Shift-F10 (Paste field contents)	Paste the value you copied from a previous field into the current field.

Inquiry Commands

When you use the **Inquiry** command, several other commands become available for you to use in the inquiry window. The Inquiry windows operate in two modes: Search and Sort. You can toggle between these modes within an Inquiry window by pressing the **Ins** (Insert) key. You can also choose the default mode for the inquiry windows by using the Defaults function in the Resource Manager.

- In Search mode, you can move through the keys listed by typing progressively larger portions of the key you want to find. For example, when you type **C**, the window displays keys beginning with the letter C. When you next press **A**, the window displays keys beginning with CA, and so on.
- In Sort mode, you can change the order of certain inquiry windows by pressing the letter key associated with the window sort. You can see the available sorts in any inquiry window by pressing **Esc** (**Command Help**).

Note

To shorten your data search, use a partial-key inquiry to cut down the size of the inquiry list. For example, if you know that the ID starts with *JAR*, enter **JAR** in the ID field before you use the **Inquiry** command. The inquiry list will start with *JAR* and run through the end of the list.

Key	Operation
PgUp	Display the previous page of the window.
PgDn	Display the next page of the window.
End	Move directly to the last item on file.
Home	Move directly to the first item on file.
Down	Move down one item.
Up	Move up one item.
Ins (Look up)	Toggle between Search mode and Sort mode.
F7 (Exit)	Leave the Inquiry window without selecting anything.
Enter	Select the item the cursor is pointing to.
Esc (View commands)	Open a window that shows Inquiry window commands and the window ID.

Inventory Lookup

If you use the Inventory application and the cursor is in an Item ID field, you can use any of the **Inventory Lookup** commands to search for information about items and select an item for entry in the field you are in.

Key	Operation
Shift-F3 (Alias Lookup)	Search for items with a specified alias listed as an alternate item. When you enter the alias, you can use the “*” and “?” wildcard characters to restrict or widen the search.
Shift-F4 (Customer/Vendor Lookup)	Search for an item based on customer ID or vendor ID. When you enter the ID, you can use the “*” and “?” wildcard characters to restrict or widen the search.

Key	Operation
Shift-F5 (Detail Lookup)	Search for detailed information about an item. You can enter information in any of the fields that appear, using these wildcards to restrict or widen the search: * ? < > =.
Shift-F6 (Lot Lookup)	Search for an item based on lot number. When you enter the lot number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Shift-F7 (Serial Lookup)	Search for an item based on serial number. When you enter the serial number, you can use the "*" and "?" wildcard characters to restrict or widen the search.
Shift-F8 (Description Lookup)	Search for an item based on item description. When you enter the description, you can use the "*" and "?" wildcard characters to restrict or widen the search.

Report Commands

You can use the following commands when a report is displayed on the screen:

Key	Operation
PgUp	Move to the previous page of the report.
PgDn	Move to the next page of the report.
Home	Move directly to the top of a group of pages.
End	Move directly to the bottom of a group of pages.
F7 (Exit)	Exit to the menu from any point in the report.
Left	Move left one character.
Right	Move right one character.
Tab (Toggle)	Toggle between the left and right halves of a report.
Up/Down	Move a line up and down the screen to line up information when you toggle between halves of a report.

Scroll Region Commands

When the prompt (>) is in a line-item scroll region, you can use the following commands:

Key	Operation
Down (Next Line)	Move down one line item.
Up (Previous Line)	Move up one line item.
PgUp (Previous Page)	Move to the previous screen or to the first line if you are on the first screen.
PgDn (Next Page)	Move to the next screen or to the last line if you are on the last screen.
Home (First Line)	Move to the first line item in the entire list.
End (Last Line)	Move to the last line item in the entire list.
F3 (Delete)	Delete the line item at the prompt (>).
Ins (Insert)	Insert a line item at the prompt (>).
Enter (Edit)	Edit the line item at the prompt (>).

Reports

Selecting a Range of Information

To produce a report, you must specify the amount of information you want in the report.

- To produce a report that includes all the available information, leave the From-Thru fields on the report function screen blank. For example, if you want information about all the vendors to be in a report, leave the Vendor ID From and Thru fields blank.
- To limit the amount of information in the report, enter the range of information in the From-Thru fields. For example, if you want a report to include information only about vendor ACE001, enter ACE001 at both From and Thru. If you want the report to include information only about vendors that start with CO, enter CO at From and COZZZZ at Thru.

Each field where you enter information on a report function screen usually restricts the overall output of the report. For example, if you leave the Vendor ID From and Thru fields blank, the report will contain information about all the vendors. But if you enter invoice 100 in the Invoice Number From and Thru fields, and invoice 100 is assigned only to vendor ACE001, the report includes information only about vendor ACE001.

Sorting

Information for reports is sorted first by a space (), then by characters, then by digits, then by uppercase letters, and finally by lowercase letters. No matter what you enter in the From and Thru fields, however, your entries are sorted in alphabetical order (unless the function provides an option to sort the information differently).

Sorting by alphabetical codes or IDs is easy. For example, the ID *ACL* comes before the ID *BB* because A comes before B.

But take notice when you enter codes or IDs that consist of something other than letters; the order might not be what you expect. For example, if 20 items are labeled 1 through 20 and you want all of them to be in a report, you might enter 1 at From and 20 at Thru, expecting them to be listed 1, 2, 3 . . . 19, 20. However, since OSAS sorts in alphabetical order, they are listed in a different order: 1, 10–19, 2, 20, 3–9.

To prevent that situation, pad extra spaces in codes and IDs with zeros so that numbers in alphabetical order are also in numerical order. In the example above the items would be labeled 00000000000000000001 through 00000000000000000020.

Output the Report

When you use the **Proceed (OK)** command, the Output Information screen appears.



To print the report

- Select **Printer** and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.
- Click **OK** (or press **Enter** in text mode) to continue.

To view the report in Print Preview mode

- Select **Print Preview** and choose the printer. On some reports, you can also choose whether to print the report in standard-size print or in compressed print.
- Click **OK** (or press **Enter** in text mode) to continue.

To save the report as a File

If you want to save the report as a data file—for example, to include it in a word-processed report (in CR-LF format)—select **File**. The data path for the workstation, including the default drive, appears if it is specified in the **Defaults** function. Enter the filename and file extension, using no more than 35 characters overall.

Installation and Conversion

2

Installation
Conversion

2-3
2-5

Installation

Before You Install Bill of Materials/Kitting

Make sure your system meets these minimum requirements before you install Bill of Materials/Kitting.

The Bill of Materials/Kitting system needs a minimum of 3 megabytes (3Mb) of disk space to work correctly with programs, sample data, data dictionaries, system files, and graphics files. Having more disk space available is necessary for the data files you will create and maintain.

The OSAS system requires at least one megabyte (1Mb) of main memory to run. More memory may be necessary in certain environments and operating systems.

Installing Bill of Materials/Kitting

Use the Install Applications function in Resource Manager (see the *Resource Manager User's Manual*) to install Inventory. Then use the same function to install Bill of Materials/Kitting.

Setting up Bill of Materials/Kitting

Once you have Bill of Materials/Kitting installed on your system, you must prepare your data files for everyday use.

You can prepare files for use with Bill of Materials/Kitting in one of two ways: you can create and set up your files manually on a new system, or you can convert your old files when you upgrade from an earlier version. To create files on a new system, use the Data File Creation function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Manual*). For instructions on converting your files, see the *Conversion* section later in this chapter.

You must install and set up Inventory before you set up Bill of Materials/Kitting. If you plan to use General Ledger or Sales Order with Bill of Materials/Kitting, you must install and set up those applications before you set up Bill of Materials/Kitting.

Conversion

If you use an earlier version of OSAS Bill of Materials/Kitting, you can convert your files from the older version to the current version.

When you are ready to convert files, use the Data File Conversion function on the Company Setup menu in Resource Manager (see the *Resource Manager User's Guide*) to upgrade Bill of Materials/Kitting data files. You can upgrade from version 4.xx, 5.xx, or 6.0x.

Note

You must install the new version of Bank Reconciliation before you convert files. You can replace and update the programs properly only by using the Install Applications function in Resource Manager.

Before you convert an application's files, make note of the version number of the application you are converting from. The Data File Conversion function has no way of determining the information from within the function.

Before you convert an application's files, back up your data files.

Consider Your Setup

Before you try to convert from your version of Bank Reconciliation, consider the exact setup of your system. Since OSAS code can be customized, modifications to your system might be lost if you install a new version of a program or update a file. If you are not sure if your system is ready for conversion, consult your value-added reseller.

Converting to Version 6.1

Select **Data File Conversion** from the Company Setup menu in Resource Manager. The function screen appears.

Data File Conversion

Commands Edit Modes Other Help

OK Abandon

Select directory on which to create files.

☒ /O SAS\data/
☐ /O SAS\data2/

Enter directory that contains the files to be converted.

Do you want source files erased after conversion? ☐
Do you want conversion to pause if a problem is found? ☒

Appl	Description	Version
AR	Accounts Receivable	6.05
AP	Accounts Payable	6.05

Appl	Description	Version
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Company H 05/01/2000 Terminal T000 INS

1. The system displays all valid OSAS data paths. Select the destination directory where your new data files will reside.
2. Enter the path (drive and directory) that has the files you want to convert. You cannot enter the same path as the path you selected as the destination.
3. If you want source files to be erased after conversion, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode).
4. If you want the conversion process to pause if a problem occurs, check the box (or enter **Y** in text mode); if not, uncheck the box (or enter **N** in text mode). The system considers file corruption or evidence of data not converting correctly a problem.

-
5. Enter **BK** in the Appl column; Bill of Materials/Kitting appears.
 6. Enter your earlier version number of Bill of Materials/Kitting, and press **Enter**. (You can determine the version by looking at the copyrights screen when you start OSAS, or in most versions, by using the Application Information tool button on the menu screen in graphical mode or by pressing **Shift-F2** in text mode.)
 7. If data files already exist for Bill of Materials/Kitting in the intended destination path, the **BK data files exist. Do you want this task to erase them?** prompt appears. If you want to erase the existing files and convert the files from the version in the source path, select **Yes** (or enter **Y** in text mode); if not, select **No** (or enter **N** in text mode). If you elect not to erase existing files, you must change your directory choices so that no conflict exists.
 8. To convert, use the **Proceed (OK)** command.
 9. The **Do you want a printout of error log after each application?** prompt appears. If you want the error log to be produced after files are converted for each application, select **Yes** (or enter **Y** in text mode); if you want the log to be produced after files for all applications are converted, select **No** (or enter **N** in text mode). If you are converting only Bill of Materials/Kitting files, your answer to this prompt makes no difference.
 10. Answer the questions that appear relating to the conversion of the employee history and last-year files.
 11. If a problem occurs and you indicated that you want the system to pause when a problem occurs, a prompt alerts you. To stop the conversion process, select **Yes** (or enter **Y** in text mode). To let the conversion run its course and investigate later, select **No** (or enter **N** in text mode).
 12. When the process is finished, the files are converted. Select the output device for the error log.

After conversion is finished and the error log is produced, the Main menu—with Bill of Materials/Kitting added—appears.

Set Up and Work Flow

3

Setting Up Bill of Materials/Kitting
Work Flow

3-3
3-9

Setting Up Bill of Materials/Kitting

Determining Options and Interfaces

Setting up the options and interfaces is a standard part of installation. The selections you make determine the way Bill of Materials/Kitting runs.

To begin setting up each company's options and interfaces, use the Resource Manager Options and Interfaces function (see the *Resource Manager User's Manual*). **BK** is the application ID. This screen appears:

Description	Value
Interface to General Ledger?	NO
Post Detail to General Ledger?	NO
Allow Negative Builds?	YES
Prompt on Negative Quantities During Build?	YES
Keep Detail History?	YES
Use Additional Descriptions From Inventory?	YES
Display unit/extended cost on HLE's?	NO
Write Issue Information into Inventory Detail History?	NO

Options

Your answers to the following questions determine how the system works and how information flows through it.

-
1. If Bill of Materials/Kitting is interfaced with General Ledger, the BKJRxxx (Transaction/Journal) file sends information about an assembly to the GLJRxxx (Journal) file when you post.
 2. Toggle to **YES** if you want information about each component that makes up the assembly to be posted. Toggle to **NO** if you want information about the assembly to be posted as one unit.
 3. If you track the building of an assembly and the quantity of one of the assembly's components falls into the negative range, you have a negative build.

Toggle to **YES** if you want to allow a negative build or track the assembly of a bill of materials before you get the parts for it; otherwise, toggle to **NO**. You might want to select YES if you usually sell items before you build them.

4. Toggle to **YES** if you indicated that you allow negative builds and you want the system to warn you when you try to build an assembly that uses an item with a quantity of zero. Toggle to **NO** if you want the system to proceed tracking such a build without warning you first.
5. Toggle to **YES** if you want to keep history about each item in each kit; otherwise, toggle to **NO**. You must select YES if you want the Detail History Report in Sales Order to take kits into account.
6. Toggle to **YES** if the items involved with the assemblies and kits carry additional descriptions and you want to use them in Bill of Materials/Kitting; otherwise, toggle to **NO**. If the items involved with the assemblies and kits do not carry additional descriptions from Inventory, your entry does not have an effect.
7. Toggle to **YES** if you want to display unit and extended costs on the build screens. Toggle to **NO** if you want to exclude the cost information from the screens during builds and inquiries.
8. Toggle to **YES** if you want detailed information about component movement written to the Inventory Transaction History file, or to **NO** if you do not want to save this information.

Interfaces

Bill of Materials/Kitting can be directly interfaced only with General Ledger. However, it gets most of its information from Inventory, which can be interfaced with several other applications. See the *Inventory User's Manual* and other user's manuals for information about other interfaces that could have an indirect effect on Bill of Materials/Kitting.

Bill of Materials/Kitting version 6.1 does not work with any version of Inventory, Accounts Receivable, or Sales Order lower than 6.10. Bill of Materials/Kitting performs a specific operation: it tracks the building of a bill of materials. This operation involves the creation of a retail item from other inventory items (and needs the Inventory application).

Assemblies involve only Bill of Materials/Kitting and Inventory. You can sell an assembly through Accounts Receivable or Sales Order, but its constituent parts are not directly taken into account at the point of sale.

Building and selling kits involves grouping and selling items as a single item that can be sold only through Sales Order. If Sales Order is not interfaced with Bill of Materials/Kitting but Inventory is, you can take advantage only of the functions that pertain to assemblies; you can still build assemblies, but you cannot sell them as kits.

If you sell a kit through Sales Order, the constituent parts of the kit are automatically taken into account. If Sales Order is interfaced with Bill of Materials/Kitting and General Ledger, kit information is sent to the GLJRxxx file when you post.

If Bill of Materials/Kitting is interfaced with General Ledger, information about builds is sent to the GLJRxxx file through the BKJRxxx (Transaction/Journal) file. If Bill of Materials/Kitting is not interfaced with General Ledger, no information is sent to the GLJRxxx file when you post.

Preparing Your Data

Follow these steps to prepare your data:

1. Organize your lists of components that constitute a kit or a bill of materials and the quantities for each. (Components, kits, and assemblies must be set up in Inventory first because Inventory must recognize each item.)
2. Prepare the information specified in chapter 2 in the *Inventory User's Manual*.
3. Build tables (see page 6-27).
4. Define bills of materials (see page 6-7).
5. Define kits (see page 6-3).
6. Set up access codes.

You should establish valid kits and bills of materials immediately after you install Bill of Materials/Kitting.

Tables

Before you begin to define bills of materials and kits, you must set up the system tables.

- The Terminology (TRMBK) table holds labels of the user-defined fields used in the Kits and Bill of Materials functions.
- The General Ledger (BKGLxxx) table assigns the general ledger accounts you specify to the amounts entered for the three user-defined fields.

Access Codes

To restrict access to data files, menus, and functions that provide confidential information or are sensitive to change, use the Resource Manager Access Codes function to set up access codes on your system.

Access codes are company-specific. When you set up an access code for a user, the code is assigned the company you are in.

After you set up your access codes, print a list of them and store it in a safe place.

Creating a Backup Schedule

Back up your Bill of Materials/Kitting data files whenever they change and before you run these functions:

- Build Assembly
- Components
- Multilevel Cost Rollup
- Purge Bill of Materials History
- Post Transactions
- Undo Build

Back up your programs once a month as insurance against media damage or deterioration.

Use the Backup function on the Resource Manager Data File Maintenance menu to back up files.

Note

You must back up all the files in the data path for a particular list of companies at once to ensure that you have up-to-date copies of the system files. Do not try to use operating system commands to back up only a few files that have been changed; if you do, your system may not work after you restore them. The Backup function backs up all the data files for a specified company in a data path at one time.

Work Flow

Your work flow is divided into daily and periodic tasks. After the kits and bills of materials are established, you can use the File Maintenance functions to update information about kits or assemblies, substitute components among several kits and assemblies, and remove unnecessary data from history.

Daily Tasks

You can use the functions on the Daily Work menu only if you have established bills of materials.

Adding Kits

To add a kit, you must use an ID of an existing inventory item that has been marked as a kit in Inventory, provided that it is not already a bill of materials. The reason is that when you sell the kit, Sales Order gets kit information from Inventory files. Sales Order cannot recognize it except as an inventory item.

The best way to add a kit is to use the Items function in Inventory. When you use the Items function, you know that the inventory item has been established to be used as a kit. Sales Order recognizes the inventory item, and you can change an established kit in the Kits function.

Deleting Kits

To delete a kit from the BKMHxxx (Master Header) and BKMDxxx (Master Detail) files, use the **Delete (F3)** command in the Kits function. You cannot undo this action.

Adding Assemblies

To add an assembly, you must use an ID of an existing inventory item, provided that it is not already an assembly or a kit. The reason is that when you sell the assembly, Accounts Receivable and Sales Order get assembly information from the Inventory system. Accounts Receivable and Sales Order cannot recognize it except as an inventory item.

The best way to add an assembly is to use the Items function in Inventory. When you use the Items function, you know that the inventory item has been established to be used as an assembly. Accounts Receivable and Sales Order recognize the inventory item, and you can change an established assembly in the Bill of Materials function.

Deleting Assemblies

To delete an assembly, use the **Delete (F3)** command in the Bill of Materials function. The assembly record is deleted from the BKMHxxx and BKMDxxx files, but an assembly of which the deleted assembly was a part is not deleted. For example, if assembly 100 is part of assembly 450 and you delete assembly 100, the record for assembly 100 is gone; the record for assembly 450 and the components that make it up are still intact.

Whether you keep the deleted subassembly as part of the definition of assemblies is up to you. When a component is marked as a subassembly, the component is considered as another assembly. When a component is marked as an item, it is considered only as an inventory item. When you use the **Delete (F3)** command, the system checks for other occurrences of the assembly's usage as a subassembly (Sub).

If the subassembly is not part of another assembly's definition, the subassembly's record is deleted and the task is complete. If the subassembly is part of another assembly's definition, a prompt appears:

Change Sub ID to Item Everywhere?

To change the definition of all the other assemblies that use the ID from a subassembly (assembly) to an item (nonassembly from the Inventory file), select **Yes** (or enter **Y** in text mode). To leave the other assemblies' definitions alone, select **No** (or enter **N** in text mode).

Note

If you elected not to change other assemblies and you try to build an assembly that involves a deleted subassembly, you will not be allowed to build the deleted subassembly.

Monthly Tasks

At the end of every month, complete the daily work and print the period-to-date reports.

Periodic Tasks

Periodic tasks comprise tracking the occurrences of building assemblies and posting transactions.

Produce the reports on the Reports menu periodically as a backup before you purge information and as a safeguard against circumstances that might harm your data.

Posting Transactions

If Bill of Materials/Kitting is interfaced with General Ledger, entries and transactions associated with a general ledger account are transferred from the BKJRxxx (Transaction/Journal) file to the GLJRxxx (Journal) file for accurate tracking of the individual inventory general ledger accounts and the user-defined accounts in the BKJRxxx file.

Each component's inventory account is credited for the cost amount and each user-defined account. The assembly's inventory account is debited for the sum of the components' costs and the user-defined amounts.

If detail is to be posted, information about each component in the BKJRxxx file is sent to the GLJRxxx file. If only summary information is to be posted, information in the BKJRxxx file is accumulated for each general ledger account and the sum total is transferred to the GLJRxxx file.

Assembly Inventory Account	Component Inventory Account	User-Defined 4 Account	User-Defined 5 Account	User-Defined 6 Account
DB	CR	CR	CR	CR

If General Ledger is not interfaced, no information is sent to the GLJRxxx file, but the posting log is still produced to show what would have been posted.

Before you post, complete these tasks:

- If you have a multiuser system, make sure that no one else is using the Bill of Materials/Kitting system. You cannot post if someone else is using the Bill of Materials/Kitting files.
- Print the Build Assembly Journal.
- Back up all the data files.

Daily Work

4

Assembly Inquiry	4-3
Build Assembly	4-7
Undo Build	4-15
Build Assembly Journal	4-19
Post Transactions	4-23

Introduction

This chapter explains the features and uses of the screens and processes in the Bill of Materials/Kitting application.

Assembly Inquiry

Features

Use the Assembly Inquiry function on the Daily Work menu to inquire about assemblies that your business produces.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Assembly Inquiry	Use the Assembly Inquiry screen to view information about assemblies that your business produces.

Assembly Inquiry Screen

The screenshot shows the 'Assembly Inquiry' window. At the top, there are tabs for 'Commands', 'Edit', 'Modes', 'Other', 'Serial Commands', 'Inventory', 'Reports', and 'Help'. Below the tabs, there are input fields for 'Location ID' (MN0002), 'Assembly ID' (700), 'Current Quantity' (3.0000), 'Quantity to Build' (12.0000), and 'Max Available to Build' (.0000. The window title is 'MINNEAPOLIS Cabinets'. Below the input fields is a table with columns: 'Lvl', 'Item ID/Description', 'Loc ID', 'Unit', 'Est Qty', and 'Avail Qty'. The table contains the following data:

Lvl	Item ID/Description	Loc ID	Unit	Est Qty	Avail Qty
1	700100 WALNUT CABINET	MN0002	EA	12.0000	170.0000
2	700130 VARNISH	MN0002	OZ	12.0000	632.0000
2	700399 VARNISH BRUSHES	MN0002	EA	24.0000	36.0000
2	700120 STAIN - WALNUT	MN0002	OZ	12.0000	682.0000
2	700399 OIL RAGS	MN0002	EA	68.0000	15694.0000
2	700110 UNSTAINED CABINET	MN0002	EA	12.0000	85.0000

At the bottom of the window, there is a status bar with the text '* = Component Exceeds Qty Available' and 'Component | 001 of 014 |'. There are also buttons for 'Go to', 'Header', and 'Online'.

Field Definitions

Field Name	Description
Inquiry Location ID	Enter the location ID for the assembly you want to view.
Inquiry Assembly ID	Enter the ID of the assembly you want to view.
Do you want to calculate the maximum available?	This prompt appears when you enter the assembly ID. If you want to calculate the available number of assemblies that you can build with the available components in the specified locations, Select Yes (or enter Y in text mode); if not, select No (or enter N in text mode).
Current Quantity	The available quantity of the assembly is displayed.
Quantity to Build	Enter the number of assemblies you want to build.
Max Available to Build	The maximum available quantity to build is displayed.

Field Name	Description
Lvl	The level of the component or material is displayed.
Item ID/Description	The component or item ID is displayed. An asterisk (*) before an item ID indicates that the quantity of the component in inventory is below the quantity needed to build the assembly.
Loc ID	The location ID is displayed.
Unit	The units by which the quantities are measured are displayed.
Ext Qty	The quantities required to build the requested amounts are displayed.
Avail Qty	The quantities available in inventory are displayed. This number is based on the specified components in the Bill of Materials function.

Command Bar Definitions

Command	Description
Header	Press H to edit the fields in the header.
Online	Press O to send the information to an output device. Then select the output device to print the breakdown of necessary components.

Saving and Exiting

Use the **Exit (F7)** command to exit to the Daily Work menu.

Build Assembly

Features

Use the Build Assembly function on the Daily Work menu to track the assembly of one bill of materials or many of the same assembly. You can also build an established serialized or non serialized assembly.

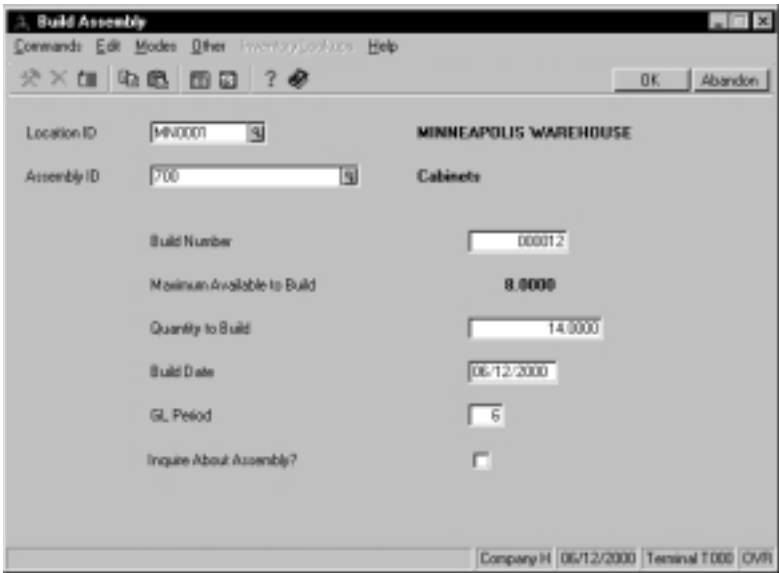
Reports

No report is associated with this function.

Screen Use

Screen	Description
Build Assembly	Use the Build Assembly screen to enter information about the assembly of one bill of materials or many of the same assembly and to record the assembly of products.
Negative Item	Use the Negative Item screen to instruct the system to track a build that makes the involved item quantity a negative number.
New/Existing Lot/Serial Number Entry	Use the New/Existing Lot/Serial Number Entry screen to track the lot and serial number of each serialized item.
Append Lotted Serial Number	Use the Append Lotted Serial Number screen to add information about lotted serialized items to the assembly.

Build Assembly Screen



Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter the ID of the location that will hold the assembly you are going to build.
Inquiry	Assembly ID	Enter the ID of the assembly you want to build.
	Do you want to calculate the maximum available?	This prompt appears when you enter the assembly ID. If you want the system to calculate the maximum number of assemblies you can build from inventory, select Yes (or enter Y in text mode); if not, select No (or enter N in text mode).
	Build Number	Enter or change the build number.
	Maximum Available to Build	The maximum number of assemblies that you can build with the available components in the specified locations is displayed.

Field Name	Description
Quantity to Build	Enter the number of assemblies you want to build.
Build Date	Enter or change the date for the assemblies to be recorded as built.
GL Period	Enter or change the general ledger period for the date of build.
Inquire about assembly?	If you want to view the Assembly Inquiry screen, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

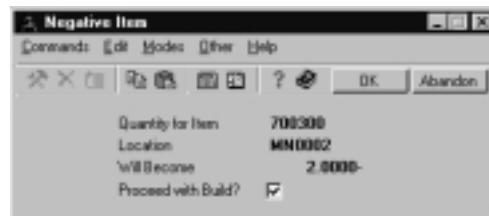
Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To save your work and proceed to the New/Existing Lot/Serial Number Entry screen if you are working with lotted or serialized items, use the **Proceed (OK)** command. If you entered more assemblies to build than the maximum available to build, the Negative Item screen appears.

Negative Item Screen



Field Definitions

Field Name	Description
Quantity for Item	The item ID is displayed.
Location	The location for the item is displayed.
Will Become	The negative quantity created when you entered the quantity to build is displayed. You cannot include serialized items in negative builds. You must have enough serialized items on hand in order to build an assembly. If not enough serialized items are on hand, the system will not continue with the build.
Proceed with Build?	To continue building the specified number of assemblies, check the box (or enter Y in text mode). To discontinue the build, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Use the **Proceed (OK)** command to continue with the build. When the build is completed, enter another assembly ID to build or use the **Exit (F7)** command to return to the Daily Work menu.

New/Existing Lot/Serial Number Entry Screen

Field Definitions

Field Name	Description
Item ID	The ID of the item is displayed.
Loc ID	The location ID of the item is displayed.
Units	The unit of measure for the item is displayed.
Requested Qty	The quantity of the item needed for the assembly is displayed.
Serial Number	The serial number of the item is displayed.
Unit Cost	The unit cost for the item is displayed.
Unit Price	The unit price for the item is displayed.

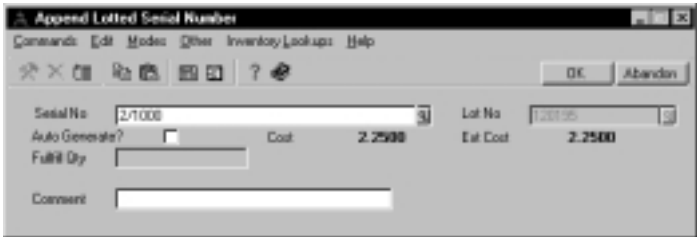
Command Bar Definitions

Command	Definition
Enter = edit	Press Enter to edit a serial number.
Append	Press A to append a serial number.
Done	Press D to exit to the Build Assembly screen.

Saving and Exiting

To save your entries and continue building the assembly, use the **Proceed (OK)** command.

Append Lotted Serial Number Screen



Field Definitions

	Field Name	Description
Inquiry	Serial No	Enter the serial number for the item.
Inquiry	Lot No	Enter or change the lot number for the item.
	Cost	The cost of the item is displayed.
	Ext Cost	The extended cost of the item is displayed.
	Fulfill Qty	Enter or change the quantity that will be removed from inventory. You can access this field only if you are working with a lotted non serialized item.
	Comment	Enter additional information about the item.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To save your entries and continue building the assembly, use the **Proceed (OK)** command.

Undo Build

Features

Use the Undo Build function on the Daily Work menu to back out unposted bills of materials and return component parts to inventory.

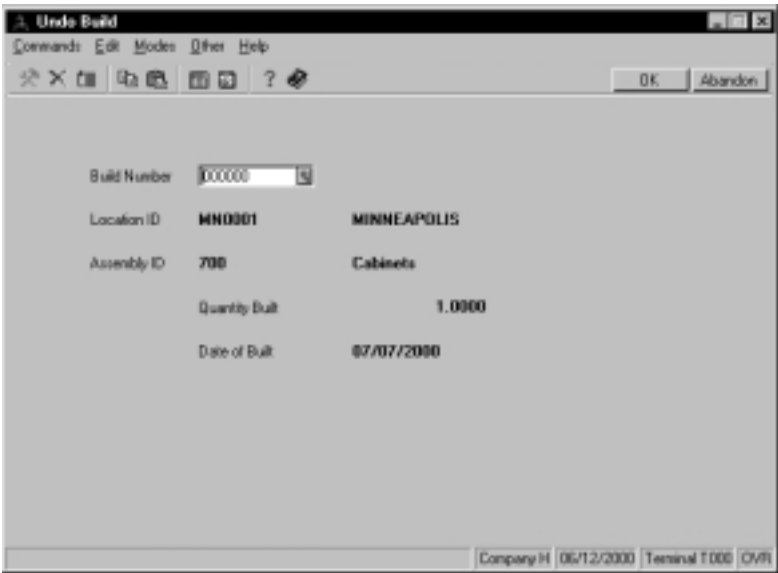
Reports

A sample of the Undo Build error log is on page 4-18.

Screen Use

Screen	Description
Undo Build	Use the Undo Build screen to select the number of the unposted build you want to undo.

Undo Build Screen



Field Definitions

	Field Name	Description
Inquiry	Build Number	Enter the number of the build you want to undo.
	Location ID	The location ID and description are displayed.
	Assembly ID	The assembly ID and description are displayed.
	Quantity Built	The quantity built is displayed.
	Date of Build	The date of the build is displayed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to print the Undo Build Error Log.

To undo the build and return to the Daily Work menu, use the **Proceed (OK)** command.

Undo Build

Daily Work

Undo Build Error Log

04/10/2001
9:35 PM
Company H

Builders Supply
Undo Build Error Log

Page 1

Undo Build 000008 was successful.

End of Report

Build Assembly Journal

Features

Use the Build Assembly Journal function on the Daily Work menu to produce a summary of the assemblies you have instructed Bill of Materials/Kitting to track. This function is useful if you want to see a list, before you post, of the assemblies that are to be built or have been built. After you post to General Ledger, you can compare the Build Assembly Journal with the Audit Log.

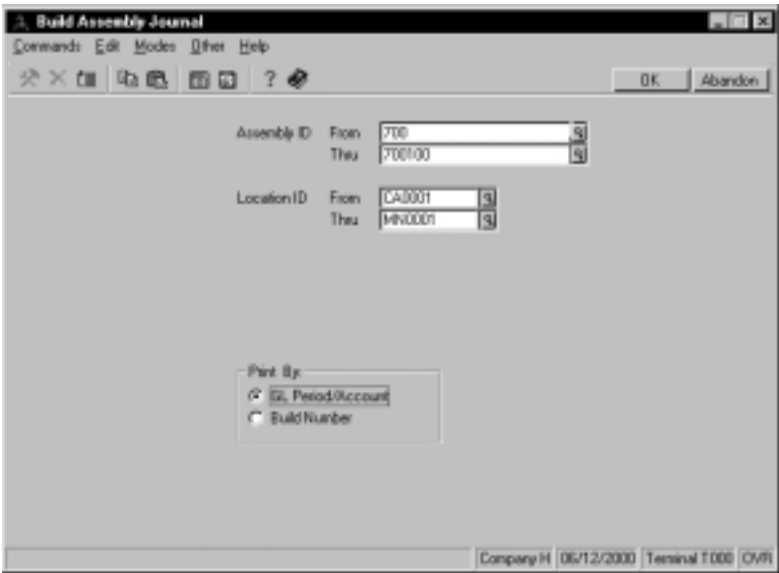
Reports

A sample Build Assembly Journal is on page 4-22.

Screen Use

Screen	Description
Build Assembly Journal	Use the Build Assembly Journal screen to select the information you want to include in the journal.

Build Assembly Journal Screen



Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of assembly IDs and location IDs you want to include in the journal.
	Print By	Select the order in which you want to organize the report.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the journal.

After the journal is produced, the Daily Work menu appears.

04/10/2001 9:38 PM		Builders Supply Build Assembly Journal by GL Account/Period					Page 1	
Assembly/Component	Description	Type	Loc.	Date	Quantity Built	GL Account	Debit	Credit
700110	Unstained Cabinet	Subassembl	MN0002	07/07/2000	1.0000	104000	106.17	
700110	Unstained Cabinet	Subassembl	MN0002	07/07/2000	1.0000	104000		106.17
700100	Walnut Cabinet	Subassembl	MN0002	07/07/2000	1.0000	104000	131.01	
700100	Walnut Cabinet	Subassembl	MN0002	07/07/2000	1.0000	104000		131.01
GL ACCOUNT TOTAL							237.18	237.18
700111	Cabinet Assembly	Item	MN0002	07/07/2000	1.0000	1042		70.06
700113	Cutting Board	Item	MN0002	07/07/2000	1.0000	1042		2.50
700115	Drawer Assembly	Item	MN0002	07/07/2000	1.0000	1042		12.43
700117	Cabinet Door	Item	MN0002	07/07/2000	2.0000	1042		10.82
GL ACCOUNT TOTAL							.00	95.81
700110	Unstained Cabinet	Process	MN0002	07/07/2000	1.0000	104200		3.12
700100	Walnut Cabinet	Process	MN0002	07/07/2000	1.0000	104200		8.34
700	Cabinets	Process	MN0001	07/07/2000	1.0000	104200		5.74
GL ACCOUNT TOTAL							.00	17.20
700	Cabinets	Assembly	MN0001	07/07/2000	1.0000	104400	201.58	
GL ACCOUNT TOTAL							201.58	.00
700110	Unstained Cabinet	App. Labor	MN0002	07/07/2000	1.0000	520000		12.35
700100	Walnut Cabinet	App. Labor	MN0002	07/07/2000	1.0000	520000		20.29
700	Cabinets	App. Labor	MN0001	07/07/2000	1.0000	520000		15.23

End of Report

Build Assembly Journal

Build Assembly Journal

Daily Work

Post Transactions

Features

Use the Post Transactions function on the Daily Work menu to post the transactions related to building the assemblies to General Ledger.

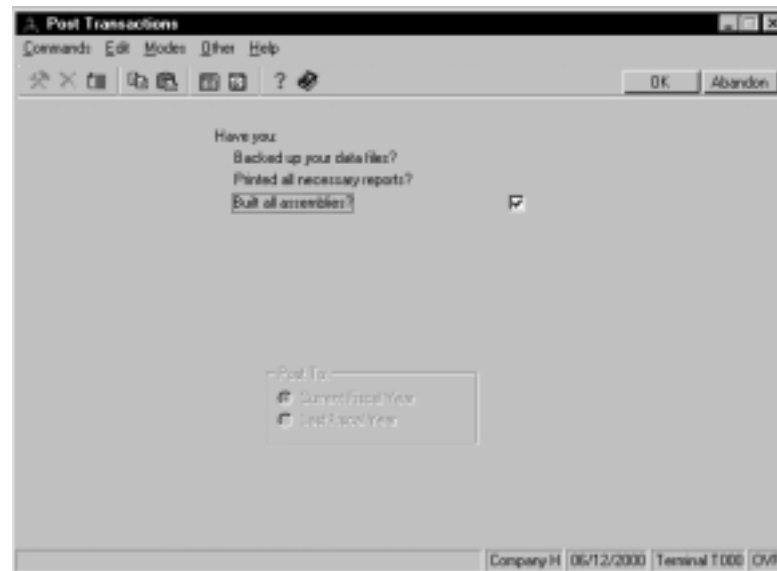
Reports

A sample posting log is on page 4-26.

Screen Use

Screen	Description
Post Transactions	Use the Post Transactions screen to verify that the required tasks have been completed before you post and to select the year to which you want to post.

Post Transactions Screen



Field Definitions

Field Name	Description
Have you backed up your data files?	If you have backed up your data files, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode), exit to the Daily Work menu, and do so before posting.
Have you printed all necessary reports?	If you have printed all the necessary reports, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode), exit to the Daily Work menu, and do so before posting.
Have all assemblies been built?	If all assemblies have been built, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode), exit to the Daily Work menu, and do so before posting.
Post To	Select the year to which you want to post entries. You can post to the current fiscal year or to the last fiscal year.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device for the post log to begin the posting process.

After posting is completed and the log is produced, the Daily Work menu appears.

Posting Log

04/10/2001 9:39 PM Company H		Builders Supply Bill Of Materials Post to GL Summary		Page 1
Transactions Posted to GL Period 7				
Description	Ref ID	GL Account	Debit	Credit
-----	-----	-----	-----	-----
Item	BK			2.25
Item	BK	1040		24.86
Item	BK	1042		95.81
Process	BK	104200		17.20
Assembly	BK	104400	201.58	
App. Labor	BK	520000		47.87
Overhead	BK	523000		13.16
		PERIOD 7 TOTAL	201.58	201.15
		TOTAL GL POSTING	201.58	201.15
End of Report				

Reports

5

Where-Used Report	5-3
Available Components Report	5-7
Component Cost Report	5-11
Bill of Materials History Report	5-15

Where-Used Report

Features

Use the Where-Used Report to review assemblies that contain components you specify. This report is useful if you want to know which components are used where and how important each one is so that you can easily make substitutions.

Reports

A sample Where-Used Report is on page 5-6.

Screen Use

Screen	Description
Where-Used Report	Use the Where-Used Report screen to select the information you want to include in the report.

Where-Used Report Screen

Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter the range of locations you want to include in the report.
	Assembly ID	Enter the range of assembly IDs you want to include in the report.
	Kit ID	Enter the range of kit IDs you want to include in the report
	Component ID	Enter the range of component IDs you want to include in the report.
	Print	Select Single Level to print top level assemblies and one level of detail. Select Fully Indented to print assemblies and all components including subassemblies.

Field Name	Description
Print Item Quantities in a BOM/Kit?	Check the box (or enter Y in text mode) to show the quantity for the 0-level bill of material or kit. Uncheck the box (or enter N in text mode) to hide the quantity for the 0-level bill of material or kit.
Include	Check the box (or enter Y in text mode) for each option you want to include in the report. Uncheck the box (or enter N in text mode) for each option you want to exclude.
Include Status	Check the box (or enter Y in text mode) for each option you want to include in the report. Uncheck the box (or enter N in text mode) for each option you want to exclude.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

Select the output device to begin printing the report.

After the report is produced, the Reports menu appears.

04/10/2001
9:44 PM
Company H

Builders Supply
Where-Used Report
Single Level/Costed

Page 1

Level/Inventory ID	Description	Status	Type	Loc. ID	Unit	Quantity	Unit Cost	Ext Cost
1-200100	Furnace	A	Item	CA0001	EA	1.0000	379.4400	379.4400
0-200	Heating/Cooling Package	A	Kit	CA0001	EA	1.0000	379.4400	379.4400
1-200100	Furnace	A	Item	MD0001	EA	1.0000	379.4400	379.4400
0-200	Heating/Cooling Package	A	Kit	MD0001	EA	1.0000	379.4400	379.4400
1-200100	Furnace	A	Item	MN0001	EA	1.0000	379.4400	379.4400
0-200	Heating/Cooling Package	A	Kit	MN0001	EA	1.0000	379.4400	379.4400
1-200100	Furnace	A	Item	TX0001	EA	1.0000	379.4400	379.4400
0-200	Heating/Cooling Package	A	Kit	TX0001	EA	1.0000	379.4400	379.4400
1-200200	Water Heater	A	Item	CA0001	EA	1.0000	227.5300	227.5300
0-200	Heating/Cooling Package	A	Kit	CA0001	EA	1.0000	227.5300	227.5300
1-200200	Water Heater	A	Item	MD0001	EA	1.0000	227.5300	227.5300
0-200	Heating/Cooling Package	A	Kit	MD0001	EA	1.0000	227.5300	227.5300
1-200200	Water Heater	A	Item	MN0001	EA	1.0000	227.5300	227.5300
0-200	Heating/Cooling Package	A	Kit	MN0001	EA	1.0000	227.5300	227.5300
1-200200	Water Heater	A	Item	TX0001	EA	1.0000	227.5300	227.5300
0-200	Heating/Cooling Package	A	Kit	TX0001	EA	1.0000	227.5300	227.5300

End of Report

Where-Used Report

Where-Used Report

Reports

Available Components Report

Features

Use the Available Components Report to determine the maximum quantity of an assembly that you can build with the inventory on hand. You can also check the available quantity of each assembly and each component.

Reports

A sample Available Components Report is on page 5-10.

Screen Use

Screen	Description
Available Components Report	Use the Available Components Report screen to select the information you want to include in the report.

Available Components Report Screen

Available Components Report

Commands Edit Modes Other Help

OK Abandon

Location ID From CA0001 Thru MN0002

Assembly ID From 700 Thru 700110

Component ID From Thru

Print:

☒ Single Level

☐ Fully Indented

Sort By:

☒ Location ID

☐ Assembly ID

Company H 06/12/2000 Terminal T000 OVR

Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter the range of locations you want to include in the report.
	Assembly ID	Enter the range of assemblies you want to include in the report.
	Component ID	Enter the range of components you want to include in the report.
	Print	Select Single Level to print top level assemblies and one level of detail. Select Fully Indented to print assemblies and all components including subassemblies.
	Sort By	Select the order in which you want to organize the report.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

Select the output device to begin printing the report.

After the report is produced, the Reports menu appears.

Available Components Report

04/10/2001 9:47 PM Company H		Builders Supply Available Components Report by Location ID				Page 1
Level/Inventory	Description	Loc. ID	Bin	Unit	Quantity Each	Available Qty. Max. to Build
0-700	CABINETS	MN0001	I-16	SET	1.0000	
1-700100	WALNUT CABINET	MN0002	I-15	EA	1.0000	
					MAXIMUM AVAILABLE TO BUILD	9.0000
End of Report						

Component Cost Report

Features

The Component Cost Report is a list of assemblies in particular locations. It shows the level-1 components of those assemblies and every cost (including the user-defined costs) associated with each component and assembly.

This report is helpful when you are planning a budget and want to see how to allocate components most effectively.

Reports

A sample Component Cost Report is on page 5-14.

Screen Use

Screen	Description
Component Cost Report	Use the Component Cost Report screen to select the assemblies and locations you want to include in the report.

Component Cost Report Screen

Component Cost Report

Commands Edit Modes Other Help

OKAbandon

Pick Location ID

FromC40001

ThruMN0001

Assembly ID

From700

Thru700110

Sort By:

☒ Location ID

☐ Assembly ID

Company H06/12/2000Terminal T000CVR

Field Definitions

	Field Name	Description
Inquiry	Pick	Enter the range of location and assembly IDs you want to include in the report.
	Sort By	Select the order in which you want to organize the report.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

Select the output device to begin printing the report.

After the report is produced, the Reports menu appears.

Component Cost Report

04/10/2001 9:50 PM Company H			Builders Supply Component Cost Report By Location ID				Page 1	
----- Component -----								
Assembly/Component ID	Loc. ID	Quantity	Unit Cost	Ext. Cost	App. Labor	Overhead	Process	Ext Tot Cost

700	MN0001				15.2300	5.5800	5.7400	
700100	MN0002	1.0000	.0000	.0000				
700300	MN0002	4.0000	2.0800	8.3200				
700500	MN0002	1.0000	.0000	.0000				
Assembly Total				8.3200	15.2300	5.5800	5.7400	34.8700
Location Total					15.2300	5.5800	5.7400	34.8700
Total					15.2300	5.5800	5.7400	34.8700
End of Report								

Bill of Materials History Report

Features

The Bill of Materials History Report shows the date assemblies were built, how many were built, the unit cost of each, and the user-defined cost of each on that date.

This report is helpful when you are planning a marketing strategy and want to see when assemblies are in peak demand.

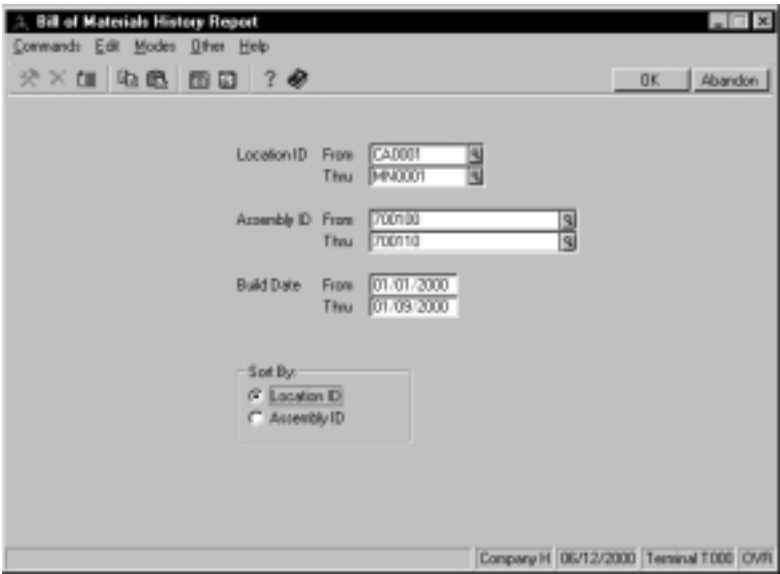
Reports

A sample Bill of Materials History Report is on page 5-18.

Screen Use

Screen	Description
Bill of Materials History Report	Use the Bill of Materials History Report screen to select the information you want to include in the report.

Bill of Materials History Report Screen



Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter the range of location IDs you want to include in the report.
	Assembly ID	Enter the range of assembly IDs you want to include in the report.
	Build Date	Enter the range of dates you want to include in the report.
	Sort By	Select the order in which you want to organize the report.

Command Bar Definitions

This window has no command bar.

Saving and Exiting

Select the output device to begin printing the report.

After the report is produced, the Reports menu appears.

Bill of Materials History Report

04/10/2001 9:51 PM		Builders Supply Bill of Materials History Report by Location ID					Page 1
Inventory ID Description Build Number	Loc ID Build Date	Revision # Drawing # Version #	Quantity	Unit	Unit Cost	App. Labor Overhead Process	Extended Cost
700 CABINETS 000004	MN0001 07/27/1999	T6 XI-701 545-701	20.0000	SET	175.0300	15.2300 5.5800 5.7400	4031.6000
700 CABINETS 000005	MN0001 07/27/1999	T6 XI-701 545-701	30.0000	SET	175.0300	15.2300 5.5800 5.7400	6047.4000
700 CABINETS 000006	MN0001 11/27/1999	T6 XI-701 545-701	20.0000	SET	175.0300	15.2300 5.5800 5.7400	4031.6000
LOCATION TOTAL						45.6900 16.7400 17.2200	14110.6000
GRAND TOTAL						45.6900 16.7400 17.2200	14110.6000
End of Report							

File Maintenance

6

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Kits

Features

Use the Kits function on the File Maintenance menu to establish and update information about kits. This function is useful if you sell many items at once and want to group them as one item.

Kits can be sold only through Sales Order.

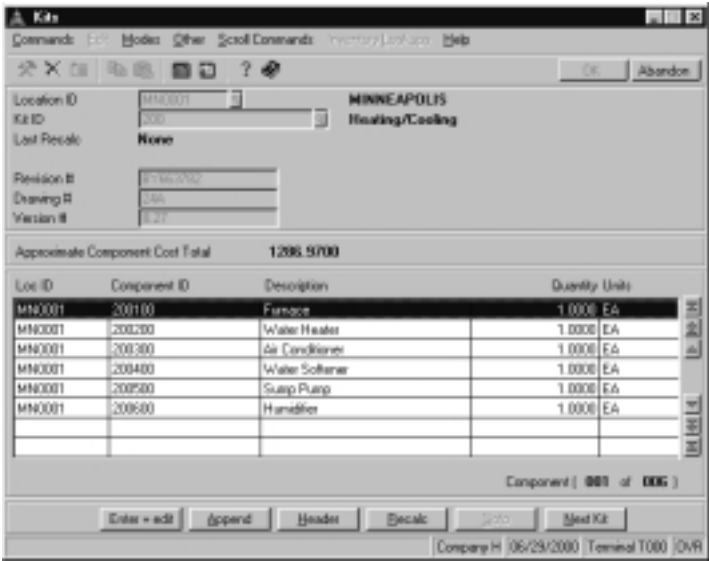
Reports

To produce a list of the information entered in this function, use the Kits List function on the Master File Lists menu.

Screen Use

Screen	Description
Kits	Use the Kits screen to enter and update information about kits.
Append/Edit Item	Use the Append/Edit Item screen to add or change the definition of a kit.

Kits Screen



Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter the ID of the location that stores the kit.
Inquiry	Kit ID	Enter the ID of the kit you want to add or change.
Maint	Last Recalc	The date of the last recalculation is displayed.
	User-Defined Fields	Enter or change the information in your fields, or blank out the fields.
	Approximate Component Cost Total	The approximate component and assembly totals are displayed.

Field Name	Description
Loc ID	The location ID for the components that will make up the kit is displayed.
Component ID	The ID for each component in the kit is displayed.
Description	The description for the component is displayed.
Quantity	The quantity of each component needed for the kit is displayed.
Units	The unit of measure for the component is displayed.

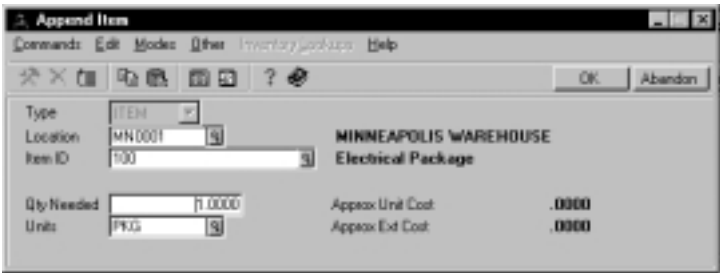
Command Bar Definitions

Command	Definition
Enter = edit	Press Enter to edit the line item.
Append	Press A to append a line item.
Header	Press H to move the cursor to the header region.
Recalc	Press R to recalculate the approximate cost for the kit and update the Last Recalc field.
Next Kit	Press N to work with the next kit.

Saving and Exiting

To exit to the File Maintenance menu, use the **Exit (F7)** command.

Append/Edit Item Screen



Field Definitions

	Field Name	Description
	Type	The type of inventory item is displayed.
Inquiry	Location	Enter or change the location ID. The description of the location appears.
Inquiry	Item ID	Enter or change the item ID. The description of the item appears.
Maint		
	Qty Needed	Enter or change the quantity of the item the kit requires.
Inquiry	Units	Enter or change the unit of measure the item requires.
	Approx Unit Cost	The unit cost of the item is displayed.
	Approx Ext Cost	The extended cost of the item is displayed.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To save your entries and return to the File Maintenance menu, use the **Proceed (OK)** command.

Bill of Materials

Features

Use the Bill of Materials function on the File Maintenance menu to establish and update information about assemblies. This function is useful if you often sell items that you assemble yourself.

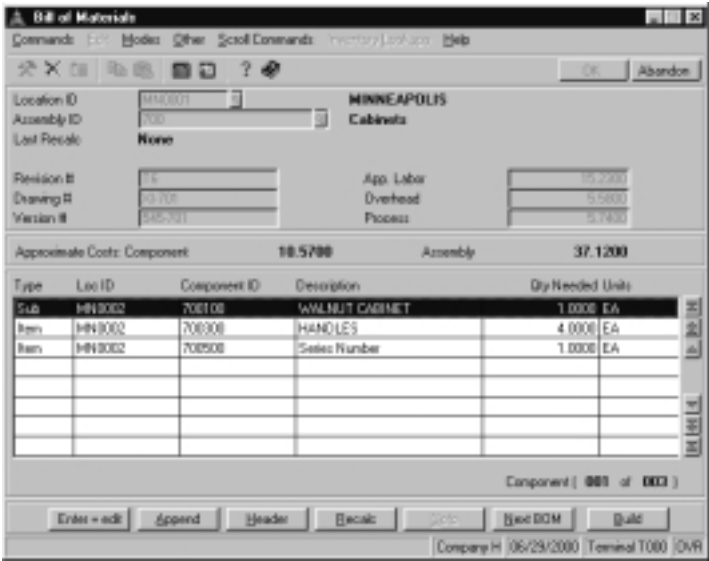
Reports

To produce a list of the information entered in this function, use the Bill of Materials List function on the Master File Lists menu.

Screen Use

Screen	Description
Bill of Materials	Use the Bill of Materials screen to enter and update information about assemblies.
Append/Edit Item	Use the Append/Edit Item screen to add or edit bills of material.
Build	Use the Build screen to track an assembly.
Negative Item	Use the Negative Item screen to track a build that makes the involved item quantity a negative number.
New/Existing Lot/Serial Number Entry	Use the New/Existing Lot/Serial Number Entry screen to enter or edit serial and lot numbers for inventory items used in a bill of materials.
Append Lotted Serial Number	Use the Append Lotted Serial Number screen to add information about lotted serialized items to a bill of material.

Bill of Materials Screen



Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter the ID of the location that stores the assembly.
Inquiry	Assembly ID	Enter the ID of the assembly you want to add or change.
Maint	Last Recalc	The date of the last recalculation is displayed.
	User-Defined Fields	Use the first three fields to enter alphanumeric information you set up in the Tables function. Use the last three fields to enter numeric information you set up in the Tables function.
	Approximate Costs: Component	The cost of the components is displayed.

Field Name	Description
Assembly	The total cost of the assembly (including costs in the user-defined fields) is displayed.
Type	The type of component for the bill of materials is displayed.
Loc ID	The location ID of the component is displayed.
Component ID	The component ID for the bill of materials is displayed.
Description	The description of the component is displayed.
Qty Needed	The quantity needed to make one assembly is displayed.
Units	The component's unit of measure is displayed.

Command Bar Definitions

Command	Description
Enter = edit	Move to the line you want to edit and press Enter . Then see Append/Edit Item Screen below.
Append	Press A to add an inventory item to the bill of materials.
Header	Press H to edit the user-defined fields.
Recalc	Press R to recalculate the cost of the bill of materials. If you are using the Standard costing method in Inventory, these costs are updated in Inventory.
Next BOM	Press N to enter and update information about the next bill of materials.
Build	Press B to build the current assembly.

Saving and Exiting

To exit to the File Maintenance menu, use the **Exit (F7)** command.

Append/Edit Item Screen

Field Definitions

	Field Name	Description
	Type	Press S if the item is set up as a subassembly. Press I if the item is not an assembly.
Inquiry	Location	Enter or change the location ID.
Inquiry	Item ID	You must enter an item ID for a component to add it to an assembly. Enter or change the component or subassembly ID. The description appears.
Maint		
	Qty Needed	Enter or change the quantity of the item the assembly requires. The quantity must be greater than zero.
Inquiry	Units	Enter or change the unit of measure the item requires.
	Approx Unit Cost	The item's unit cost is displayed from the Items function in Inventory.
	Approx Ext Cost	The item's extended cost is displayed from the Items function in Inventory.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

After the assembly is built, the File Maintenance menu appears. To exit from the Bill of Materials function without building, use the **Exit (F7)** command.

Build Screen

Field Definitions

Field Name	Description
Do you want to calculate the maximum available?	This prompt appears when you enter the assembly ID. If you want the system to calculate the maximum number of assemblies you can build from inventory, select Yes (or enter Y in text mode); if not, select No (or enter N in text mode).
Build Number	Enter or change the build number.
Quantity to Build	Enter the number of assemblies you want to build.
Available to Build	If the system calculated the number available to build, based on the components that make up the assembly, it is displayed. If the system did not do the calculation, zero is displayed.
Build Date	The system date is displayed. If the assembly is done on a different date, change the date.
GL Period	Enter or change the general ledger period for the date of build.
Inquire about assembly?	If you want more information about the assembly before building it, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

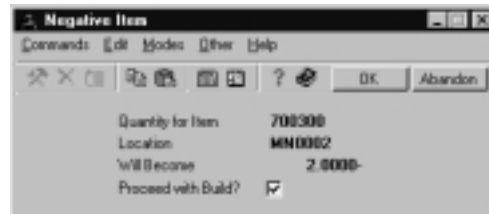
Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To continue with building the assembly, use the **Proceed (OK)** command, or use the **Exit (F7)** command to exit to the Bill of Materials screen.

Negative Item Screen



Field Definitions

Field Name	Description
Quantity for Item	The item ID is displayed.
Location	The location for the item is displayed.
Will Become	The negative quantity created when you entered the quantity to build is displayed. You cannot include serialized items in negative builds. You must have enough serialized items on hand to build an assembly.
Proceed with Build?	If you want to continue building this assembly anyway, check the box (or enter Y in text mode). If you want to terminate the build process, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To continue with the build, use the **Proceed (OK)** command. If you do not continue with the build, the cursor returns to the Bill of Materials screen.

New/Existing Lot/Serial Number Entry Screen

Field Definitions

Field Name	Description
Loc ID	The location ID you specified in the line item is displayed.
Units	The unit of measure for this component is displayed.
Requested Qty:	The quantity of serial numbers required to build the number of assemblies you requested is displayed.
Serial Number	The serial number for the item is displayed.
Unit Cost	The unit cost of the serialized item is displayed.
Unit Price	The unit price of the serialized item is displayed.

Command Bar Definitions

Command	Definition
Enter = edit	Move to the line you want to edit and press Enter . Then see Append/Edit Lotted Serial Number Screen below.
Append	Press A to append a bill of materials. Then see Append/Edit Lotted Serial Number Screen below.

Command**Definition**

Done

Press **D** when you finish entering lot and serial number information for the bill of materials.

Saving and Exiting

When you finish entering lot and serial data, use the **Done (D)** command to save your changes, or use the **Exit (F7)** command to exit to the File Maintenance menu.

Append/Edit Lotted Serial Number Screen

Field Definitions

Field Name**Description****Inquiry**

Serial No

Enter the serial number for the item.

Inquiry

Lot No

Enter or change the lot number for the item.

Auto Generate

Appears when you are building a serialized item. When selected, the system automatically generates serial numbers based on the starting serial number you supply.

Cost

The cost of the item is displayed.

Ext Cost

The extended cost of the item is displayed.

Fulfill Qty

Enter or change the quantity to remove from inventory.

Comment

Enter additional information about the item.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

When you finish entering lot and serial information, use the **Proceed (OK)** command.

Components

Features

Use the Components function on the File Maintenance menu to update the components used in several different assemblies at once. This function is useful if an item is discontinued and you need to replace it with a different item or a different quantity of items. You cannot use this function for location transfers.

Reports

You can produce a verification log of all the bills of materials that have been added, replaced, or deleted.

Screen Use

Screen	Description
Components	Use the Components screen to select components you want to add, replace, or delete throughout the system. The fields that appear depend on the selection you make.

Components Screen

Field Definitions

Field Name	Description
Action	Select the action you want to perform. You can add a component, replace a component, or delete a component.
Include	Select the type of information you want to include in the report. You can include assemblies only, kits only, or both kits and assemblies.
Inquiry Loc ID	Enter the location ID of the component you want to change.
Inquiry Component ID	Enter the ID of the component you want to change. The component description appears.
Quantity	The quantity of the component is displayed.
Inquiry Units	The unit of measure for the component is displayed.

Field Name	Description
Old	These fields appear if you are replacing a component. Enter the information about the component you are replacing in the Loc ID, Component ID, Quantity, and Units fields.
New	These fields appear if you are replacing a component. Enter the information about the replacement component in the Loc ID, Component ID, Quantity, and Units fields.
Inquiry Pick Location ID	Enter the range of locations for which you want to change components.
Inquiry Pick Assembly ID	If you elected to change components in assemblies, enter the range of assemblies for which you want to change components.
Inquiry Pick Kit	If you elected to change components in kits, enter the range of kits for which you want to change components.
Print log?	If you want to print a log of changed components, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Roll up costs?	If you want costs to be rolled up for the range of kits and/or assemblies, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Update standard costs?	If you want standard costs in Inventory to be updated, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
Increase quantities if component already exists?	This field appears if you are adding a component. If the component already exists and you want the system to increase quantities for the component, select Yes (or enter Y in text mode); if not, select No (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the update log.

When the log has been printed the File Maintenance menu appears.

Multilevel Cost Rollup

Features

Use the Multilevel Cost Rollup function on the File Maintenance menu to recalculate the cost for kits and assemblies. If Bill of Materials is interfaced with Inventory and you are using the standard cost method, this function recalculates the standard cost makeup for each assembly or kit.

Reports

No report is associated with this function.

Screen Use

Screen	Description
Multilevel Cost Rollup	Use the Multilevel Cost Rollup screen to select the range of assemblies and kits you want to recalculate.

Multilevel Cost Rollup Screen

Multilevel Cost Rollup

Commands Edit Modes Other View/Display Help

OKAbandon

Location ID

From

CA0001

Thru

MD0001

Assembly ID

From

700

Thru

700110

Kit ID

From

200

Thru

Include:

☐ Assemblies

☐ Kits

☒ Both

Update Inventory Standard Cost?

☐

Company H

06/12/2000

Terminal T000

CVR

Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter the range of location IDs for which you want to recalculate costs.
	Assembly ID	Enter the range of assembly IDs for which you want to recalculate costs.
	Kit ID	Enter the range of kit IDs for which you want to recalculate costs.
	Include	Select the information you want to include in the rollup. You can include assemblies only, kits only, or both kits and assemblies in the cost rollup.

Field Name	Description
Update inventory standard cost?	If you want to update standard costs in Inventory, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command.

Tables

Features

Use the Tables function on the File Maintenance menu to maintain the TRMBK and BKGLxxx tables.

Tables store information about the system, data, options, and default settings for other applications.

Reports

To produce a list of the information entered for each table, use the Tables List function on the Master File Lists menu.

Screen Use

Screen	Description
Tables	Use the Tables screen to maintain the system tables.

Tables Screen



Field Definitions

	Field Name	Description
Inquiry	Table ID	Enter or change the table ID. To set up a company-specific table, enter the table ID plus the one- to three-character company ID. To set up a terminal-specific table, enter the table ID plus the four-character terminal ID.
Inquiry	Copy From	This field appears if you entered a new table ID. To copy a company-specific or a terminal-specific table, enter the table ID plus the company and terminal ID.
	Description	Enter or change the description of the table.
	Number of Cols	The number of columns in the table is displayed.
	Column Length	The length of the columns in the table is displayed.

Field Name	Description
Type	The type of characters you can enter in the table is displayed—alphanumeric (A), numeric with two decimals (N), numeric with three decimals (3), or numeric with four decimals (4). Although you can change the type, you cannot enter any other type of character than the table originally specified.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To save your entries and exit to the File Maintenance menu, use the **Proceed (OK)** command.

TRMBK Table

The TRMBK table holds six fields that appear on other function screens. The first three fields are alphanumeric and appear on the Bill of Materials screen and the Kits screen; their values are for reference only and are not used in any calculations. The last three fields are numeric and appear on the Bill of Materials screen; their values are included in the cost of each assembly built.

Enter the table ID **TRMBK**. Then enter a label for each field. The first three fields hold miscellaneous information you might want to associate with an assembly or a kit—for example, a version number or a revision number.

BKGLxxx Table

The BKGLxxx table holds three general ledger accounts whose labels you can define and numbers you can specify when you use the Bill of Materials function. The values you enter in the fields with these labels are sent to these general ledger accounts.

Enter the table ID **BKGLxxx** (xxx is the company ID). The description of fields 4–6 should be the same as user-defined fields 4–6 in the TRMBK table.

Enter the general ledger account number you want the values from fields 4–6 to be sent to.

Purge Bill of Materials History

Features

Use the Purge Bill of Materials History function on the File Maintenance menu to delete records of assemblies from the BKHlxxx (History) file. Use it when you want to free disk space.

Before you use this function, produce the Bill of Materials History Report. You cannot recover historical data after you purge it.

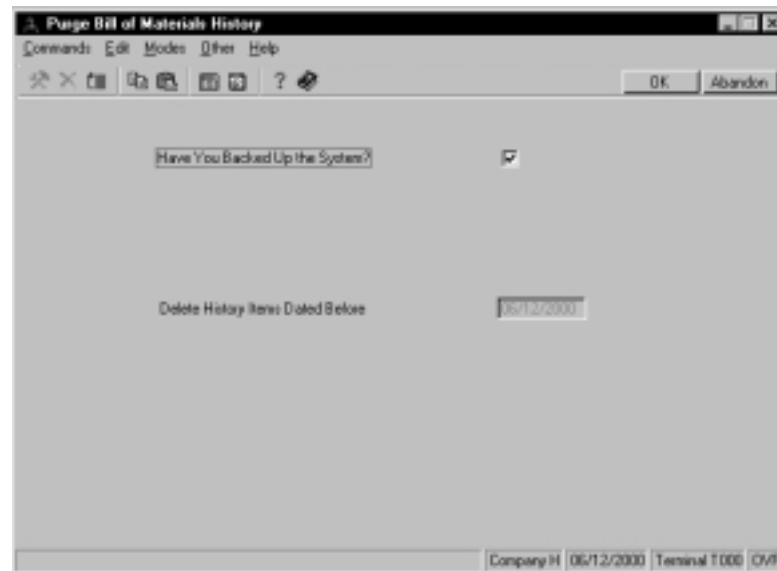
Reports

No report is associated with this function.

Screen Use

Screen	Description
Purge Bill of Materials History	Use the Purge Bill of Materials History screen to select the date before which records from the BKHlxxx file should be deleted.

Purge Bill of Materials History Screen



Field Definitions

Field Name	Description
Have you backed up the system?	If you have backed up the information you are about to purge, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode), exit to the File Maintenance menu, and do so before continuing.
Delete History for Items Dated Before	If you want to delete historical information about items built before the system date, press Enter . To delete historical information about items built before a different date, enter that date.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

To save your entries, use the **Proceed (OK)** command. To return to the File Maintenance menu, use the **Exit (F7)** command.

Master File List

7

Kits List	7-3
Bill of Materials List	7-7
Tables List	7-11

Kits List

Features

The Kits List shows the components that are in each kit and the cost of each component and each kit. This list is helpful when you are planning a budget and want to see how to allocate components most effectively.

Reports

A sample Kits List is on page 7-6.

Screen Use

Screen	Description
Kits List	Use the Kits List screen to select the information you want to include in the list.

Kits List Screen

The screenshot shows a window titled "Kits List" with a menu bar (Commands, Edit, Modes, Other, Help) and a toolbar. The main area contains the following fields and options:

- Location ID:** From CA0001 To MD0001
- Kit ID:** From 200 To 200
- Print Additional Descriptions for:**
 - Kits? ☒
 - Components? ☒
 - Include Costs? ☒
- Sort By:**
 - ☒ Location ID
 - ☐ Kit ID

Buttons for "OK" and "Abandon" are in the top right. The status bar at the bottom shows "Company H", "06/12/2000", "Terminal T000", and "CVR".

Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter the range of locations you want to include in the list.
	Kit ID	Enter the range of kits you want to include in the list.
	Print Additional Descriptions for	If you want to list the additional descriptions of each kit and each component, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Include costs?	If you want to list costs for each kit and component, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Sort By	Select the order in which you want to organize the list.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

04/10/2001 9:52 PM		Builders Supply Kits List by Location ID / Costed			Page 1	
Inventory ID	Description	Loc ID	Quantity	Unit	Estimated Unit Cost	Ext Cost

200	Heating/Cooling Package	CA0001				
200100	Furnace	CA0001	1.0000	EA	379.4400	379.4400
200200	Water Heater	CA0001	1.0000	EA	227.5300	227.5300
200300	Air Conditioner	CA0001	1.0000	EA	429.9500	429.9500
200400	Water Softener	CA0001	1.0000	EA	127.4000	127.4000
200500	Sump Pump	CA0001	1.0000	EA	47.5000	47.5000
200600	Humidifier	CA0001	1.0000	EA	75.1500	75.1500
					Total Kit Component Cost	1286.9700
200	Heating/Cooling Package	MD0001				
200100	Furnace	MD0001	1.0000	EA	379.4400	379.4400
200200	Water Heater	MD0001	1.0000	EA	227.5300	227.5300
200300	Air Conditioner	MD0001	1.0000	EA	429.9500	429.9500
200400	Water Softener	MD0001	1.0000	EA	127.4000	127.4000
200500	Sump Pump	MD0001	1.0000	EA	47.5000	47.5000
200600	Humidifier	MD0001	1.0000	EA	75.1500	75.1500
					Total Kit Component Cost	1286.9700
200	Heating/Cooling Package	MN0001				
200100	Furnace	MN0001	1.0000	EA	379.4400	379.4400
200200	Water Heater	MN0001	1.0000	EA	227.5300	227.5300
200300	Air Conditioner	MN0001	1.0000	EA	429.9500	429.9500
200400	Water Softener	MN0001	1.0000	EA	127.4000	127.4000
200500	Sump Pump	MN0001	1.0000	EA	47.5000	47.5000
200600	Humidifier	MN0001	1.0000	EA	75.1500	75.1500
					Total Kit Component Cost	1286.9700
End of Report						

Kits List

Kits List

Master File List

Bill of Materials List

Features

The Bill of Materials List shows the components that are in each assembly and the cost of each component and assembly.

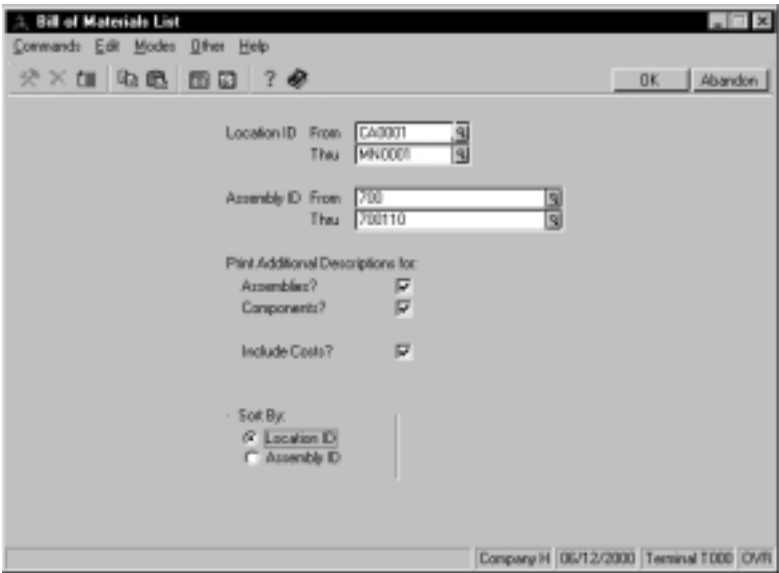
Reports

A sample Bill of Materials List is on page 7-10.

Screen Use

Screen	Description
Bill of Materials List	Use the Bill of Materials List screen to select the information you want to include in the list.

Bill of Materials List Screen



Field Definitions

	Field Name	Description
Inquiry	Location ID	Enter the range of location IDs you want to include in the list.
Inquiry	Assembly ID	Enter the range of assembly IDs you want to include in the list.
	Print Additional Descriptions for	If you want to list additional descriptions of each assembly and each component, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Include costs?	If you want to list costs, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Sort By	Select the order in which you want to organize the report.

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Bill of Materials List

04/10/2001 9:53 PM		Builders Supply Bill of Materials List by Location ID / Costed					Page 1
Inventory ID	Description	Loc ID	Type	Quantity	Unit	Estimated Unit Cost	Ext Cost
700	CABINETS	MN0001					
	Made up of parts 700100, 700300 and 700500						
700100	WALNUT CABINET	MN0002	Sub	1.0000	EA	.0000	.0000
700300	HANDLES	MN0002	Item	4.0000	EA	2.0800	8.3200
700500	SERIES NUMBER	MN0002	Item	1.0000	EA	.0000	.0000
						Total Assembly Component Cost	8.3200
End of Report							

Tables List

Features

The Tables List provides information about the table you select. It is helpful when you plan to change a table and want a list to compare it against.

Reports

A sample Tables List is on page 7-14.

Screen Use

Screen	Description
Tables List	Use the Tables List screen to select the tables you want to include in the list.

Tables List Screen

Application From 01 Thru 01

Table ID From BKGL Thru BKGLH

Suppress Blank Lines? ☒

Page Break Per Table? ☒

Company H 06/12/2000 Terminal T000 OVR

Field Definitions

	Field Name	Description
Inquiry	Application	The application ID (BK) is displayed.
	Table ID	Enter the range of table IDs you want to include in the list.
	Suppress blank lines?	If you want the list to exclude blank lines, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).
	Page break per table?	If you want a page break between each table, check the box (or enter Y in text mode); if not, uncheck the box (or enter N in text mode).

Command Bar Definitions

This screen has no command bar.

Saving and Exiting

Select the output device to begin printing the list.

After the list is produced, the Master File Lists menu appears.

Tables List

04/10/2001 Builders Supply Page 1
9:53 PM Tables List
Bills of Materials/Kitting

Table ID BKGL Description Bill of Materials General Ledger Table
No. of Columns 3 Column Length 12 Type A

Description	GL Number	Cst Mkup CD
App. Labor	520000	01
Overhead	523000	02
Process	104200	03

04/10/2001 Builders Supply Page 2
9:53 PM Tables List
Bills of Materials/Kitting

Table ID BKGLH Description Bill of Materials General Ledger Table
No. of Columns 3 Column Length 12 Type A

Description	GL Number	Cst Mkup CD
App. Labor	520000	01
Overhead	523000	02
Process	104200	03

End of Report

System Messages

A

{ID} Already sold.

The serialized item you are trying to work with has been sold and the sale has been posted.

{ID} Currently in use.

The serialized item you are trying to work with has been sold or is committed. The sale has not been posted, but it is no longer available.

{ID} Is a BOM.

You cannot use the ID of an existing assembly for a kit or a different assembly.

{ID} Is a Kit.

You cannot use the ID of an existing kit for an assembly or a different kit.

{Item ID} Is not on file.

You cannot use an item that is not in the INVExxx (Items) file. You may have deleted an item from inventory without deleting it from the definition of an assembly or a kit.

{Location ID} Is not on file.

{Location ID} Not found.

{Location ID} Is not a valid location.

The location ID you entered does not exist. You cannot add locations in Bill of Materials/Kitting; you must use the Locations function in Inventory (see the *Inventory User's Manual*).

***{table ID}* Table not found.**

This table is not on file, probably because it was deleted. Try to reconstruct the table.

A *{BOM/Kit}* cannot contain itself.

A BOM or a kit cannot carry its own ID as part of its definition.

Already sold.

You cannot commit an item (assembly or kit) that has already been sold.

Amount entered causes assembly cost to be too large.

A cost cannot be larger than \$999,999.9999. The amount you entered pushes the cost over this amount.

Build abandoned after record in use message.

If you try to build an assembly that involves an item someone else is using, the **Record in Use** message appears, and the building operation stops.

Build cancelled. Assembly contains no components.

You cannot build an assembly that does not have any components. One reason the assembly does not have components might be that the components' (items') IDs were deleted from Inventory since the assembly was defined in the BOM.

Build cancelled. Assembly *{assembly ID}* not on file.

You cannot build an assembly that is not on file. One reason it is not on file might be that the assembly (item) ID was deleted from Inventory since it was defined in the BOM.

Build cancelled. Fractional quantities found for serialized items.

You cannot build an assembly that has a fractional quantity for at least one serialized item.

Build cancelled. The maximum of {number} levels has been reached.

You have too many levels of assemblies or kits. You cannot track more than 10 levels.

Build request is above maximum available.

When you send instructions to build more assemblies than your inventory is capable of supporting, you can proceed only if the Allow Negative Builds option is set to YES in the Options and Interfaces function in Resource Manager (see the *Resource Manager User's Manual*; the code is **BK**).

Cannot delete last component of a {Assembly/Kit}.**Cannot delete last line of a {Assembly/Kit}.**

You cannot delete the last line of an assembly or a kit; if you could, you would delete the assembly or kit.

Changing line type to 'KIT' will clear all values.

The values in the line-item entry area disappear when you enter the letter *K* to declare the item as a kit.

Component already exists for this {Assembly/Kit}.

You cannot assign the same component to an assembly or a kit more than once.

Component {item ID} in location {location ID} not on file.

The specified component is not in the specified location. Perhaps a user used the Location Transfers function in Inventory to move the component (item) to a different location since you defined the component as part of the assembly in Bill of Materials/Kitting.

Cost update aborted.

You cannot update cost information about a kit or an assembly which involves an inventory item which is not in the INVExxx (Items) file. You must first define all items in the Items function in Inventory (see the *Inventory User's Manual*).

Currently in use.

You cannot commit an item (assembly or kit) that is being used.

Detail history not selected in Options table.

You cannot work with detail history of an assembly or a kit unless the Keep Detail History option in the Resource Manager Options and Interfaces function is set to YES.

Fractional quantities not allowed for {*serialized items/material items*}.

You must enter whole numbers for quantities of serialized items and material items.

GL account for {*user-defined field*} does not exist.

You cannot build an assembly when the BKGLxxx table has a general ledger account label without an account number.

If you use General Ledger, you must enter an account number. If you do not use General Ledger, go to the BKGLxxx table and either add a number to the label or remove the label without the number.

GL account table {*ID*} not found.

You cannot use a function which involves general ledger accounts from a BKGLxxx table which does not exist. The table may have been deleted from the system with the **Delete (F3)** command on the table itself.

Invalid unit of measure.

You must enter a valid unit of measure. Valid options are displayed at the bottom of the screen.

Inventory item: {*item ID*}, Loc ID {*location ID*}, not found.

The specified item is not in the specified location. Perhaps a user used the Location Transfers function in Inventory to move the component (item) to a different location since you defined the component as a part of the assembly in Bill of Materials/Kitting.

Inventory update for this component aborted.

The update for the quantity of the component in inventory has been stopped because you cancelled the instruction to build an assembly.

Item already exists on this assembly.

You cannot add an item twice to the same assembly. You can update the quantity of the item to increase the number of the item the assembly requires.

Item {item ID} does not have a materials list.

The specified item does not have any materials assigned to it; you cannot build it. Use the Bill of Materials function to assign materials to it.

Item {item ID} is an assembly.**Item {item ID} is not a bill of material.****Item {item ID} is not a component.**

An item cannot be an assembly and a kit at the same time.

To work with a kit, you must enter an item that is not already an assembly. To work with an assembly, you must enter an item that is not already a kit.

Item {item ID} is not an inventory item.

Items you enter, either as assemblies, kits, or components, must already be in inventory.

Item {item ID} is not in location {location ID}.**Item {item ID} is not on file.****Item {item ID} not found in location.**

The specified item is not in the specified location. Perhaps a user used the Location Transfers function in Inventory to move the component (item) to a different location since you defined the component as part of the assembly.

Kit {ID} is not on file.

You must enter the ID of an existing kit. To define a kit, use the Kits function.

A kit cannot contain itself.

You cannot include a kit as part of the definition of itself.

Location {location ID} is not on file.

The location ID you entered is not on file. Enter an ID that is on file in Inventory.

Material List: {list}, Loc ID {location ID}, not found.

The specified list of materials is not in the specified location. Perhaps a user used the Location Transfers function in Inventory to move the component (item) to a different location since you defined the component as part of the assembly in Bill of Materials/Kitting.

Maximum number of lines reached.**Maximum number of lines reached. Cannot insert.**

You can assign only 999 items to a kit or an assembly.

Must enter I or K or J.

The type of item you enter must be specified as either an item, a kit, or a job. Depending on which applications are interfaced, not all these choices may be available.

Negative quantities discovered—Press Enter to back out build.

The Allow Negative builds option is set to NO in the Options and Interfaces function in Resource Manager. Press **Enter** to abort.

If you want to build an assembly that will drive the quantity of one of your items below zero, you must set the Allow Negative Builds option to YES in Resource Manager.

No bills of material on file.

You have not defined any BOMs. Define a BOM (assembly) in the Bill of Materials function.

Press any key to continue with Recalc.

To recalculate the number of assemblies to build, press any key.

Press F3 to delete the entire {ID}.

When you try to delete an assembly or a kit, this message appears for verification. If you do not want to delete, use the **Abandon (F5)** command.

Quantity must be greater than zero.

You must enter a positive quantity. A quantity of zero would mean that you do not want to build, and a negative quantity would mean that you want to take assemblies apart.

Quantity will become {n} for inventory.

You have instructed the system to push the quantity of the assembly larger than 999,999.9999 or smaller than -999,999.9999. Reduce or increase the quantity to fit within the range.

Recalculate cost total?

Information about the item (assembly or kit) has changed, probably because of a change in the INVExxx (Items) file with one of the items involved. To enter the instruction to recalculate the cost, use the **Proceed (PgDn)** command; to cancel, use the **Abandon (F5)** command.

Record in use.

Because someone else is using the item (assembly or kit) you are trying to work with, you cannot change the record, and can read it only when the other user is finished using the record.

Restoring item: {ID}.

The items that were being assembled are restored when you enter NO in the Proceed with Build field for one of the assembly's items after giving the instruction to build the assembly or when the Negative Quantities Discovered message appears and you press **Enter**.

Serialized components must have integer quantities.

You must enter whole numbers for quantities of serialized items.

Serialized kits are not allowed.**Serialized items are not allowed in kits.**

You cannot involve serialized items with kits, either as kit IDs or as components of kits.

Serial number {serial number} found under item {item ID}.

You must assign a serial number to the item involved with the assembly or kit. A user may have made this item serialized since the assembly or kit was defined.

Service items are not allowed in bills of material.

You cannot include a service item in a bill of materials.

Terminology table {ID} not found.

You cannot use a function which involves user-defined fields from a TRMBKxxx table which does not exist. The table may have been deleted from the system with the **delete (F3)** command on the table itself.

Thru value cannot be less than from value.

The Thru value must be greater than or equal to the From value.

A valid {item/location} is required.

You must enter an item or a location that is already in inventory.

Valid units of measure are:

You must enter one of the units of measure listed at the bottom of the screen.

You must build the CNVTxxx table first.

You must build the CNVTxxx table before you build assemblies or assign transactions to periods. If General Ledger is installed, you can interface Bill of Materials/Kitting with General Ledger and use the Period Setup function in Resource Manager to build the CNVTxxx table.

File Descriptions

B

BKHIxxx (History) file

When you build, information is sent from a scratch file to the BKJRxxx and BKHIxxx files and to the Inventory system.

The BKHIxxx file holds historical information about each assembly built: quantity and cost of the assembly, date of the assembly, and information in the user-defined fields.

The file holds information until you remove it. Use the Purge Bill of Materials History function to remove information from the BKHIxxx file, based on the date it was built.

BKJRxxx (Transaction/Journal) file

When you build, information is sent from the scratch file to the BKHIxxx, BKJRxxx, BKTRxxx, and BKLSxxx files and to the Inventory system.

The BKJRxxx file is sent account information about each component: general ledger period, account number, assembly ID and date of assembly, entry type and amount, sequence number, description, and reference number. This information is held in the file until you post, when it is transferred to the GLJRxxx file.

BKLSxxx (Transaction Lot/Serial Numbers) file

The BKLSxxx file stores quantities and lot and serial information from builds.

BKMDxxx (Master Detail) file

The BKMDxxx file stores information about assemblies, components, and general ledger account numbers.

BKMHxxx (Master Header) file

The BKMHxxx file stores information about assemblies and user-defined fields.

BKTB (Tables) file

The BKTB file stores information about the TRMBK and BKGLxxx tables.

The TRMBK table stores information about user-defined fields that you can assign to the header section of the Kits function and the Bill of Materials function. Refer to the Tables function for information about how the information is used.

The BKGLxxx table stores general ledger accounts for user-defined fields. You can assign these accounts to user-defined fields 4 to 6 in the header section of the Bill of Materials function.

When you build an assembly or a kit, information about which components are involved comes from the BKMDxxx file. Information about each component comes from the Inventory system. Information for user-defined fields comes from the BKTB file.

BKTRx (Build Assembly Transaction) file

The BKTRx file stores information about assemblies, components, levels, units of measure, general ledger account numbers, quantities, and costs from builds.

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